WIREGRASS
GEORGIA TECHNICAL COLLEGE®

# Statement of Equal Opportunity

Wiregrass Georgia Technical College (WGTC) abides by the [2]Technical College System of Georgia's Policy 2.1.1. Statement of Equal Opportunity[3]. 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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines. Any violation or questions may be directed to a member of the Campus Equity & Compliance Team as listed in the table below:

| Name and Title | Location |
|---|---|
| Shalonda Sanders, Title IX Coordinator (all campuses)<br>Associate Vice President for Human Resources | Valdosta Campus, Brooks Hall, Human Resources Suite<br>(229) 333-5356 or<br>shalonda.sanders@wiregrass.edu |
| Katrina Royal, Student ADA & Section 504 Coordinator (all campuses)<br>Director of Testing and Special Populations | Valdosta Campus, Berrien Hall, Room 107<br>(229) 333-2100 ext. 1236 or<br>katrina.royal@wiregrass.edu |
| Keren Wynn, Title IX Designee/Investigator<br>Vice President for Administrative Services | Valdosta Campus, Berrien Hall, Room 325<br>(229) 333-2103 or keren.wynn@wiregrass.edu |
| Sabrina Cox, Title IX Designee/Investigator<br>Executive Director of Distance Education Services | Coffee Campus, Coffee Hall, Room 2-133<br>(229) 468-2022 or sabrina.cox@wiregrass.edu |
| April McDuffie, Title IX Designee/Investigator<br>Associate Vice President for Institutional Effectiveness | Ben Hill-Irwin Campus, Dorminy-Mixon Hall, Room 8102B<br>(229) 468-2103 ext 4103 or<br>april.mcduffie@wiregrass.edu |
| Yolanda Woodall, Title IX Designee/Investigator<br>Assistant Director for Human Resources and Career Services | Ben Hill-Irwin Campus, Charles Harris Learning Center, Room 630C<br>(229) 333-5356 or yolanda.woodall@wiregrass.edu |

To review in its entirety, please access the TCSG Policy Manual and reference the corresponding policy and subsequent procedures.

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay[4] by dialing 711 or 800-255-0056 from a TTY/TDD. You may email the team at campusequityandcompliance@wiregrass.edu or visit our webpage at Wiregrass Campus Equity and Compliance Web Page[5].

## Accreditation Statement

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 300033-4009 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.

# Access to Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level; unless the parent can show proof the student is still a dependent. Dependent student status for FERPA is usually verified with a copy of the parent's most recent federal tax return proving the student was claimed as a dependent for that tax year. Students to whom the rights have transferred are "eligible students." Faculty and staff who have "legitimate educational interest" in the student's records are also permitted access.

Parents or eligible students have the right to inspect and review the student's education records maintained by Wiregrass Georgia Technical College. The college is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for copies.

Applicants who never enroll in a regular program of study do not have the same right of access to their educational records as enrolled students.

Parents or eligible students have the right to request that WGTC correct records which they believe to be inaccurate or misleading. If the college decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, email address, enrollment status (full or part time), major and field of study, degrees and awards, and dates of attendance. Students have an opportunity to prevent this directory information from being released by submitting an Objection to Release of Directory Information[6] by request to the Office of the Registrar, except in cases where the record has been subpoenaed.

Wiregrass Georgia Technical College will abide by the following guidelines concerning student records:

- Inform students and parents of students annually 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.

Typically, the following information will be kept by the Registrar or Student Affairs personnel and will remain in the student's academic file:

- The original application for admission;
- Official notice of admission;
- Secondary and postsecondary official transcripts;
- Evaluation of transfer credits;
- The official academic transcript;
- Application for graduation and/or degree;
- Memoranda or correspondence pertaining to:

— Registration form;
— Grades, grade changes, explanations, and special course descriptions;
— Official Drop/Add/Withdrawals;
— Issues or problems investigated by WGTC; and
— Special honors.

While students and parents of dependent students will have access to the information listed above, there are some records kept by WGTC that students and parents will not have access to. These include:

- Law enforcement records;
- Job placement or employment records;
- Financial information submitted by parents;
- Confidential letters and recommendations related to admissions;
- Honors to which the 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, particular documents and files may be stored electronically and in off-campus locations.

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# Message from President Anderson

Dear Wiregrass Georgia Tech Student,

Welcome to Wiregrass Georgia Technical College. Whether you are attending college for the first time, returning to college, or preparing to enter the job market, Wiregrass Georgia Tech has real opportunities to help you successfully complete your educational goals. With over 100 programs, including associate degrees, diplomas, and technical certificates, we hope that you have found or will find a program that you love and can build into a successful career.

We are committed to providing you with the individual attention, hands-on educational opportunities, and support services that will help you successfully grow, prosper, and thrive as you work towards your educational goal. You will learn in classroom settings, labs, on-line, and through live work projects. Our faculty, staff, and administration work together to provide you an environment in which learning flourishes.

I encourage you to take the time to become familiar with the information provided in the Student Catalog. This important resource contains information such as attendance policies, dress code, grading systems, and academic policies. The catalog also provides important information regarding financial aid, graduation requirements by program, tutorial services, the library, and the student code of conduct.

On behalf of our faculty, staff, Board of Directors, and Foundation Trustees, thank you for choosing Wiregrass! I wish you a rewarding time at Wiregrass, so that when you look back you can say this is where you got your start — and it was a great one!

Sincerely,

Dr. Tina K. Anderson

# General Information

# Mission

The mission of Wiregrass Georgia Technical College, a unit of the Technical College System of Georgia, is to promote community, educational and economic development by providing a highly trained workforce in our 11-county service area and throughout the State of Georgia. The college fulfills the mission by providing technical and academic instruction, through traditional and distance education delivery methods, leading to associate degrees, diplomas, and technical certificates of credit; customized training for new and existing industries; professional and personal development through continuing education programs; and adult education services to meet the needs of citizens, businesses, and industry in the service area.

## History of the College

On September 4, 2008, the State Board of the Technical College System of Georgia (SBTCSG) approved the merger of East Central Technical College and Valdosta Technical College to be effective July 1, 2010. Almost a year to the day 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 primary campuses – Ben Hill-Irwin campus, Coffee campus, Cook County Workforce Development Center, and the Valdosta campus - as well as one extended campus, the Moody Air Force Base location in Valdosta. The college provides Adult Education services in each of the 11 counties served by the college, including Atkinson, Ben Hill, Berrien, Brooks, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, and Wilcox counties.

Individually, both East Central Technical College (ECTC) and Valdosta Technical College (VTC) have long, meaningful histories within the communities they have served. The rich history between these colleges and the local communities demonstrate how important training, and educational opportunities, have been, and will continue to be, for the citizens of the Wiregrass Georgia Technical College 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, which was completed in 2006.

On February 1, 2006, Dr. Ray Perren became the fourth president of East Central Technical College. He remained in this position until June 2008, when he left to serve at the Technical College System of Georgia as Assistant Commissioner of Technical Education. Interim Presidents were employed by ECTC until the merger of East Central Technical College and Valdosta Technical College, when Dr. Perren once again took over the presidency.

## 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 14 quarter occupying eight buildings on 135 acres, Valdosta Tech's original 40,300 square foot building, Berrien Hall, opened for classes in September of 1963.

The first addition to the campus was a 7,200 square foot building to house the Heating Ventilating and Air Conditioning (HVAC) and Welding programs and is now known as Berrien Hall. 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 addition to house the horticulture, electronics, and health programs.

A few short years later in 1989, a 7,800 square foot addition for the Auto Collision program completed the U-shape of Berrien Hall. In 1989 the Georgia Legislature provided $175,000 for the purchase of 80.2 acres of land to continue the growth of the campus. Governor 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 (SACSCOC).

In February 2009, Lowndes Hall 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 and 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 President of Valdosta Technical College on July 1, 2009, and served as President of Wiregrass Georgia Technical College until May 2013. Dr. Tina K. Anderson became President of WGTC on July 1, 2013, and continues to serve as the President of Wiregrass Georgia Technical College.

## State Board of The Technical College System of Georgia (SBTCSG)

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

The State Board of the Technical College System of Georgia became a statutory body on July 1, 1986, and has subsequently assumed direct governance of the majority of Georgia technical colleges and associated university technical divisions. The SBTCSG was established with the responsibility for the governance and management of all 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;
• 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 Technical College System of Georgia.

Wiregrass Georgia Technical College is authorized by the State Board of the Technical College System of Georgia to award associate degrees, diplomas, and technical certificates of credit.

## SBTCSG Board of Directors

- First Congressional District; Mary Flanders, Savannah
- Second Congressional District; Carvel Lewis, Georgetown
- Third Congressional District; Frank S. "Chunk" Newman, West Point

- Fourth Congressional District; Baoky N. Vu, Decatur
- Fifth Congressional District; Dr. Artesius Miller, Ellenwood
- Sixth Congressional District; Dr. Lynn Cornett, Sandy Springs
- Seventh Congressional District; Lisa Winton, Suwanee
- Eighth Congressional District; Ben I. Copeland, Sr., Lakeland
- Ninth Congressional District; Dinah C. Wayne, Flowery Branch
- Tenth Congressional District; Trey Sheppard, Sandersville
- Eleventh Congressional District; Jay Cunningham, Kennesaw
- Twelfth Congressional District; Tommy David, Statesboro
- Thirteenth Congressional District; Tim Williams, Douglasville
- Fourteenth Congressional District; Joe W. Yarbrough, Dalton

### Members at Large

- Doug Carter, Gainesville
- Shan Cooper, Atlanta
- Ben Bryant, Atlanta
- Robert “Buzz” Law, Atlanta
- Shirley Smith, Ringgold
- Randall Fox, Calhoun
- Anne Kaiser, Atlanta
- Phil Sutton, Gainesville

## Wiregrass Georgia Technical College Board of Directors

While the State Board of the Technical College System of Georgia (SBTCSG) is the governing Board of Wiregrass Georgia Technical College, a local board of directors operates in conjunction 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.

## WGTC Local Board of Directors

- Freddie Broome, Lowndes County
- Chase Daughtrey, Cook County
- Sue Lane Hughes, Coffee County
- Paul King, Echols County
- Andi McWhorter, Irwin County
- Ronald Mitchell, Cook County (Chair)
- Jennifer Powell, Lowndes County
- Sandy Sanders, Lanier County
- Bradford Shealy, Brooks County
- Steve Sirmans, Atkinson County
- Stephen Sumner, Berrien County
- Mark Sutton, Ben Hill and Wilcox Counties
- Alfalene (Al) Walker, Coffee County

## Wiregrass Georgia Technical College Foundation North, Inc.

Wiregrass Georgia Technical College Foundation North, Inc. is a non-profit organization 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 Trustees responsible for promoting education at Wiregrass Georgia Technical College by providing scholarships, endowments, research grants, and acquiring and administering cash, grants, and other funds and properties from industry, business, foundations, and friends of Wiregrass.

## Wiregrass Georgia Technical College Foundation South, Inc.

Wiregrass Georgia Technical College Foundation South, Inc. was established in 1988 as a non-profit 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.

## 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 11-county service area, meet twice each year.

## Campus 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 11 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

Coffee Campus
706 West Baker Highway
Douglas, GA 31533
Phone 912-389-4303
Fax 912-389-4308

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 Instructional Sites and Adult Education Services Locations

Ben Hill County Adult Education Center (Ben Hill County)
667 Perry House Road
Fitzgerald, GA 31750
229-468-2272

Ben Hill County Pre-K
405 N. Longstreet Street
Fitzgerald, GA 31750
229-468-2272

Berrien County Adult Education Center
100 West Marion Street
Nashville, GA 31639
229-686-3745

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

Coffee Adult Education Center (Coffee County)
706 West Baker Highway
Douglas, GA 31533
229-468-2263

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

Echols County Adult Education Center
113 Walker Circle
Statenville, GA 31648
229-559-1207

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

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

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

Lowndes County Adult Education Center
(Valdosta Campus)
4089 Val Tech Road
Mobile Unit 2 & Mobile Unit 7
Valdosta, GA 31602
229-333-2123

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

SL Mason Elementary
821 W. Gordon Street
Valdosta, GA 31601
229-333-2123

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

Valdosta Transitional Center
363 Gil Harbin Industrial Blvd.
Valdosta, GA 31601
229-333-2123

Wilcox Adult Education Center (Wilcox County)
239 Gordon Street
Rochelle, GA 31079
229-468-2272

## Policy on Catalog and Requirements

Each student at Wiregrass Georgia Technical College is responsible for learning and observing all current published regulations and procedures required by the institution and by the program in which he or she is enrolled. A current published regulation will not be waived, nor will an exception be granted, because a student pleads ignorance of the regulation or asserts that he or she was not informed of specific requirements by a faculty member or by an institution staff member.

Each student must become familiar with the offerings and requirements of his or her program of study and the contents of the schedule of classes, which may contain notices of changes in academic regulations or procedures.

While the provision of the appropriate catalog will normally be applied as stated, Wiregrass Georgia Technical College reserves the right to change any provision listed in a catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. WGTC will make reasonable efforts to keep students advised of any such changes, and information on changes made by WGTC will be available in the Office of Academic Affairs. Each student must be aware that it is his or her own responsibility to remain informed about current graduation requirements for his or her particular program.

A candidate for graduation is normally subject to the catalog requirements that are in effect at the time of initial enrollment. However, in consultation with his or her advisor, a student may elect to satisfy the graduation requirements specified in any of the catalogs in effect subsequent to the time of the initial enrollment, with the following exception: a student who has a break in enrollment is subject to the requirements in effect at the time of readmission.

## Campus Tours and Visits

Wiregrass Georgia Technical College encourages visitations from individuals and groups at any time during normal operating hours. Prospective students, groups, clubs, and organizations wishing to visit any one of the campus locations may contact the Recruitment Coordinator 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 and may not be left unattended at any time.
- Children should not be taken into classrooms, working lab areas, computer labs, or testing areas. In addition, at no time should a student who is attending classes have children on campus for any

reason, attended or unattended, including common areas such as the Student Center or waiting areas.
- Pets are allowed on campus only if required for assistance to persons with disabilities.

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

## Warranty of Graduates

The Technical College System of Georgia (TCSG) guarantees the skills of its students for up to two years after graduation from a degree, diploma, or technical certificate program of study. Graduates who are found to be deficient in one or more competencies can retake the related course work at no instructional cost to the graduate or employer, at any TCSG institution within the state.

## Campus Amenities

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

Each campus location offers student lounge areas for studying, gathering, and holding meetings. Additionally, there are food and snack areas located on each campus, with vending machines placed in public gathering areas. Some locations offer wireless connectivity.

## Campus Student Centers

## Valdosta Campus Student Center and “Upper Crust” Student Lounge

The student center on the Valdosta campus is located between Berrien Hall and Lowndes Hall. The lounge provides a comfortable place for students to eat, meet, and mingle, or to just relax between classes. The lounge offers seating inside or outside under the covered patio. The Upper Crust offers a full kitchen providing breakfast, lunch, and dinner options. In addition, the student center houses the office of the Campus Life Assistant and the Student Government Association.
Periodically, the Culinary Arts program will host luncheons/dinners. Tickets can be purchased in the bookstore.

## Ben Hill-Irwin Campus

The Ben Hill-Irwin campus, Irwin Hall, 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. Charles Harris Learning Center has a television, vending machines, microwaves, and areas for food service use. Additionally, outside the Charles Harris Leaning Center is a covered gazebo where students enjoy meeting, studying, relaxing, and eating.

## Coffee Campus

The Coffee campus has 2 open areas 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, televisions, and microwaves 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 weather permits.

## Bulletin Boards and Posters

The Department of Enrollment Management 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 the Director of Marketing and Public Relations.

## Telephones

Office phones are not for student use. A phone is located on the Valdosta campus in the student center adjacent to Lowndes Hall and is available to students for local calls only. Telephones are located on the Ben Hill-Irwin campus at the Welcome 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 Lowndes Hall. The Cook, Coffee, and Ben Hill-Irwin campus locations for lost and found are the main Welcome Center desks. Articles not claimed within 30 days are given to an appropriate charity.

## Designated Smoking Areas

There are designated smoking areas on each campus of WGTC. Maps highlighting the smoking areas, including gazebos and other assigned areas, can be found at the receptionist desk on each campus. Smoking is prohibited in buildings and non-designated areas.

## Bookstore

The bookstores are owned and operated by WGTC 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, semester breaks, and at the beginning of the semester.

Current booklists are available online prior to the beginning of each semester. 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 library maintains a variety of learning resources readily accessible to faculty, staff, students, business and industry, and the general public. Students, faculty, and staff have access to any WGTC library with a current WGTC ID card. In addition, current students, faculty, and staff have privileges to Valdosta State University (Odum) Library, South Georgia College (Smith) Library, Abraham Baldwin Agricultural College (ABAC) Library, and the Technical College System of Georgia (TCSG) Libraries.

The Lewis I. Brinson, Sr. Library is located in Charles Harris Learning Center, Room 101 on the Ben Hill- Irwin Campus. The Coffee Campus Library is located in Coffee Hall, Room 2125. The Cook County Library Resource Center is located at the Cook County Workforce Development Center (CCWDC) in Room 204. The Valdosta Campus Library is located in Lowndes Hall, Room 7147A.

Hours of operation vary per library. Scheduled library hours are posted at each library and online at https://www.wiregrass.edu/library/locations-and-hours[7] .

## Voter Registration

Students may register to vote in the state of Georgia through the Student Affairs Department. The student must complete, sign, and mail (postage free) a simple form to register to vote. The student will be notified concerning his/her district and place to vote in special and general elections. Persons who wish to register to vote must be Georgia residents and at least 18 years of age. There is no fee for registration to vote.

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| **Automotive Technology - AT14** | The WGTC Automotive Technology programs are accredited at the MASTER level by the ASE Education Foundation (previously NATEF).<br><br>National Institute for Automotive Service Excellence (ASE)<br>1503 Edwards Ferry Road NE, Suite 401<br>Leesburg, VA 20176<br><br>https://www.ase.com/Home.aspx[8] | Master Accredited |
| **Dental Assisting - DA12** | The mission of the Dental Programs is to provide quality instruction, enabling students to develop knowledge, skills, and work ethics to acquire and retain entry level positions in the dental profession.<br><br>The dental programs at Wiregrass are accredited by the Commission on Dental Accreditation (CODA).<br><br>Please see the following links for information related to complaints and third Party comments.<br><br>Formal Complaint Process[9]<br>Policy on Third Party Comments[10]<br><br>Contact Information for CODA is:<br>Commission on Dental Accreditation<br>211 East Chicago Avenue<br>Chicago, Illinois 60611<br>312/440-4653<br>www.ada.org/coda[11]<br><br>**PROGRAM EFFECTIVENESS DATA**[12] | Not Applicable |

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| **Dental Hygiene - DH13** | The mission of the Dental Programs is to provide quality instruction, enabling students to develop knowledge, skills, and work ethics to acquire and retain entry level positions in the dental profession.<br><br>The dental programs at Wiregrass are accredited by the Commission on Dental Accreditation (CODA).<br><br>Please see the following links for information related to complaints and third Party comments.<br><br>Formal Complaint Process[9]<br>Policy on Third Party Comments[10]<br><br>Contact Information for CODA is:<br>Commission on Dental Accreditation<br>211 East Chicago Avenue<br>Chicago, Illinois 60611<br>312/440-4653<br>www.ada.org/coda[11]<br><br>**PROGRAM EFFECTIVENESS DATA**[13] | Not Applicable |
| **Emergency Medical PreParamedic - EG71**<br>Valdosta<br>Coffee | Program Effectiveness Data for EMS[14] | Not Applicable |
| **Emergency Medical Responder - EB71**<br>Online<br>High School | Wiregrass EMS Student Handbook – Spring 2018[15]<br><br>Program Effectiveness Data for EMS[16] | Not Applicable |

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| **Health Information Management Technology - HI13**<br>Valdosta | The Health Information Management Technology program at Wiregrass Georgia Technical College is accredited by the Commission on Accreditation for Health Informatics and Information Education (CAHIIM). Upon graduation from a CAHIIM accredited HIT program, students will be eligible to sit for the RHIT a national examination through the American Health Information Management Association (AHIMA). The last Annual Program Assessment was approved April 19, 2019.<br><br>**Program Outcomes:**<br><br>• 80% of Wiregrass Georgia Technical College HIMT graduates pass the RHIT certification exam on the first attempt. Pass rate for first time test takers for 2018-2019 is 100%<br>• For Academic Year 2018 the HIMT Degree program had 83.8% Graduation Rate.<br>• For Academic Year 2018 the HIMT Degree program had a 16% attrition rate. | Accredited |
| **Medical Assisting - MA22** | The Medical Assisting Program at Wiregrass Georgia Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org[17]) upon the recommendation of Medical Assisting Review Board (MAERB).<br><br>Commission on Accreditation of Allied Health Education Programs<br>25400 US Highway 19 N., Suite 158 Clearwater, FL 33763<br>(727) 210-2350<br>www.caahep.org[17]<br><br>**Program Effectiveness Data**[18] | Accredited |

**Nursing - ND73**

This nursing education program is accredited by the Accredited Accreditation Commission for Education in Nursing.

**Accreditation Commission for Education in Nursing**
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@nursing.org
Web: acenursing.org[19]

Program Effectiveness Data for Nursing[20]

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| **Paramedicine - PT12**<br>Valdosta<br>Coffee | Program Mission Statement: “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”<br><br>The Wiregrass Georgia Technical College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org[17]) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).<br><br>Commission on Accreditation of Allied Health Education Programs<br>1361 Park Street<br>Clearwater, FL 33756<br>727-210-2350<br>https://www.caahep.org/[21]<br><br>To contact CoAEMSP:<br>8301 Lakeview Parkway Suite 111-312<br>Rowlett, TX 75088<br>214-703-8445<br>FAX 214-703-8992<br>www.coaemsp.org[22]<br><br>Program Effectiveness Data for EMS[14] | Not Applicable |

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|---|---|---|
| **Paramedicine - PT13**<br>Valdosta<br>Coffee | Program Mission Statement: “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”<br><br>The Wiregrass Georgia Technical College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org[17]) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).<br><br>Commission on Accreditation of Allied Health Education Programs<br>1361 Park Street<br>Clearwater, FL 33756<br>727-210-2350<br>https://www.caahep.org/[21]<br><br>To contact CoAEMSP:<br>8301 Lakeview Parkway Suite 111-312<br>Rowlett, TX 75088<br>214-703-8445<br>FAX 214-703-8992<br>www.coaemsp.org[22]<br><br>Program Effectiveness Data for EMS[14] | Not Applicable |
| **Practical Nursing - PN12**<br>Valdosta<br>Ben Hill Irwin<br>Coffee | ***This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing.***<br><br>Accreditation Commission for Education in Nursing (ACEN)<br>3343 Peachtree Road NE, Suite 850<br>Atlanta, GA 30326 404-975-5000<br>http://www.acenursing.us/candidates/candidacy.asp[23] | Not Applicable |

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| **Radiologic Technology - RT23** | The mission of the Radiologic Technology program is to provide its students, through didactic and clinical experiences, the knowledge, skills, and attitudes to acquire and retain entry level positions in the medical imaging field.<br><br>The Radiologic Technology program at Wiregrass Georgia Technical College is a Joint Review Commission on Education in Radiologic Technology (JRCERT) accredited program. Contact information for the JRCERT is:<br><br>20 N Wacker Drive, Suite 2850<br>Chicago, IL 60606-3182<br>312-704-5300<br>www.jrcert.org[24]<br>mail@jrcert.org<br><br>**Program Effectiveness Data**[25] | Not Applicable |
| **Surgical Technology - ST13** | The Surgical Technical Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33756, Phone: 727-210-2350, www.caahep.org, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 6 West Dry Creek Circle, Suite 210, Littleton, Colorado 80120-8031, hone: 303-694-9262, Fax: 303-741-3655, www.arcstsa.org.<br><br>**Program Effectiveness Data**[26] | Not Applicable |

# Admissions Standards

# 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 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, genetic information, 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 of credit program. A student's admission status will fall into one of the following categories:

## Regular Admission Status

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 Status

Provisional admission is based on an evaluation of placement test scores and other criteria. 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.

## Special Admission/ Non - Degree Seeking Status

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 quarter hours or 17 semester hours toward 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 HOPE Scholarship, or other traditional forms of financial aid. Special-admit students must meet course prerequisite requirements.

## Admissions Appeal

Students who believe that their admission decision is unfair or has been administered in error may appeal directly to the Dean of Student Affairs. If the applicant and the Dean of Student Affairs cannot reach an agreement, the applicant may appeal to the Vice President for Enrollment Management or his/her designee.

## Pending Admit Status (High School Seniors only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll. A letter from the high school confirming the pending completion is encouraged to be sent with the transcript. Applicants will be allowed to register for courses after course placement requirements have been met. These applicants are not eligible for federal financial aid until a final high school transcript has been received.

## Transient Status

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

## Readmission Good Standing

Students who withdraw in good standing and want to re-enter, must visit the Office of Admissions. Applicants who have been out for a year or more must complete a new application and meet the requirements of the new catalog year. Students who are dismissed for academic, attendance, or disciplinary reasons, or who voluntarily withdraw while not in good standing should visit the Office of Admissions for information. Some students may be required to meet with the Advising and Retention Center to create an academic recovery plan before being re-admitted. Students who want to change programs will visit their ARC advisor. Transfer credits will be reviewed by the Office of the Registrar and notated in myBanWeb and DegreeWorks.

## Academic Dismissal

Students on Academic Dismissal will be required to meet with an Advising and Retention Center Advisor during the term of their dismissal. In making a determination of the student's eligibility for re-admission, the ARC 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

Upon review, the student may be allowed to return on probation. As a condition to return on probation, the ARC may recommend no future online classes, career counseling and/or career assessment in the Testing 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 Advisement and Retention Center (ARC), where applicable, must be met prior to re-admittance. Students allowed to attend on probation will not be allowed to register for the subsequent term until final satisfactory mid-term grades are received. Students may not be eligible for financial aid until they have successfully passed the required credits, after which financial aid eligibility will be reviewed upon request. (See Satisfactory Academic Progress.)

Upon readmission, the student must attain a minimum 2.0 GPA for the semester and have a cumulative GPA of 2.00 or higher to return to satisfactory academic standing. Failure to meet this requirement will result in a subsequent dismissal.

## Disciplinary Dismissal

A student who was dismissed for disciplinary reasons under the student code of conduct procedures outlined in the catalog (see pages General policies and Procedures) must complete all requirements imposed as part of their sanctions. The welfare and safety of the student body and staff will be considered when sanctions are imposed.

## Admission Requirements for Associate Degree, Diploma, and Technical Certificate Programs

Admission to Wiregrass Georgia Technical College is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The first step to becoming a Wiregrass Georgia Technical College student is completing the Application for Admission. Students may apply online through www.wiregrass.edu[1]. Applicants may also complete a hard copy application by printing it from the WGTC website, or by picking it up at any campus location. A one-time $25 non-refundable application fee is required and must be received before the application can be processed.

Below is the general list of all requirements for admission to Wiregrass Georgia Technical College.

1. Complete an Application for Admission/Readmission.
2. Pay a one-time, non-refundable $25 application fee.
3. Submit a government-issued ID or Driver's License for proof of lawful presence (alternatives available). Students seeking in-state tuition may be required to submit other documents.
4. Submit ALL official (high school/equivalency and postsecondary education) transcripts. Opened or faxed transcripts are not official.
5. Official entrance exam scores from a valid testing instrument (ACCUPLACER, COMPANION, COMPASS, ASSET, GED, ACT, PSAT or SAT). The test score requirement may be overridden with an official transcript documenting equivalent program-level English and/or Math coursework successfully completed with a 'C' or better, completion of an associate degree or higher from a regionally accredited institution, or a HOPE GPA of 2.6 after completion of the 10$^{th}$ grade. Students may be accepted for entry level workforce certificates if they have a high school GPA of 2.0 or higher.

### Age

For most programs, individuals must be 16 years of age or older, or be a dually enrolled high school student in the 9th, 10th, 11th or 12th grade, who seek access to quality instruction at the post-secondary level. The minimum age for designated Health and Professional Services programs may be higher. Please check specific program requirements for more information.

### 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.

### Required Academic Criteria - Education

Wiregrass Georgia Technical College requires applicants to provide documentation of previous academic experience prior to admission.

### Secondary Education

A high school diploma, GED® or approved high school equivalency assessment (verified by an official transcript, including graduation date) will be required for admission to the college or to a program as specified by the program's standards.

### High School Graduates

High school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas (including those with other names) are not recognized for admission purposes. High school diplomas must have been awarded by a secondary school that is accredited by an agency included in the Technical College System of Georgia's list of approved accreditation agencies.

## Homeschool Graduates

Applicants of homeschools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years. The final progress report should include the graduation date.

Applicants of homeschools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission.

- Submit annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years. The final progress report should include the graduation date.
- And one of the following:
- PSAT, SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness
- ACCUPLACER or Compass placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
- HOPE GPA of 2.6 or higher after 10$^{th}$ grade.

## General Educational Development (GED®) or Approved High School Equivalency Assessment

Individuals who do not meet the above requirements may be admitted to the college by obtaining a GED® or completing an approved high school equivalency assessment. Submittal of an official GED® transcript or an official transcript from an approved high school equivalency assessment is required.

## International Student Graduates

Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization (see the 'International Student Admission Requirements' section of the catalog for more information). The international transcript evaluation must be sent directly to Wiregrass Georgia Technical College in a sealed evaluation service agency envelope.

## Military Service Members

Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent. Exception: The President of Wiregrass Georgia Technical College has the authority to waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

## Postsecondary Education

Students who are currently attending or have previously attended one or more regionally accredited colleges or universities (including while in high school), must submit an official transcript from each institution attended. Students who have attained an associate degree or higher, or successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level from a regionally accredited college or university, may be exempt from the requirement of submitting high school, homeschool, GED® or approved high school equivalency assessment documentation. Notes: Wiregrass Georgia Technical College will not accept faxes or photocopies as official transcripts. Documents must be received in a sealed issuing institution envelope or sent through a WGTC-approved, secure electronic sending service. If an envelope has been opened prior to receipt by the Office of Admissions, the documents are considered unofficial and will not be accepted. Any costs associated with submitting official transcripts (high school, GED®, high school equivalency assessment, international, or other college) for admission at Wiregrass Georgia Technical College are at the discretion of the sending institution or evaluation agency and are the sole responsibility of the applicant.

## Assessment

Wiregrass Georgia Technical College requires all applicants to submit appropriate test scores, transfer college credits, completion of an associate degree or high credential, or a HOPE GPA of 2.6 or higher after 10$^{th}$ grade to determine program readiness. A high school GPA of 2.0 or higher may be accepted for specific basic entry level workforce certificates.

In lieu of Accuplacer or Companion scores, applicants may submit official PSAT, SAT, ACT, GED, Milestones, Compass or Asset scores. Student may also be exempted from placement testing if they have a HOPE GPA of 2.6, have successfully completed the appropriate level Math and English with a C or better, or have already earned an associate degree or higher.

If an applicant's PSAT, SAT, ACT, GED®,HOPE GPA, Milestone scores or transfer credit does not meet the college's minimum program requirements for entry, he or she must take the ACCUPLACER test. ACCUPLACER scores indicate areas of strength and areas requiring remediation. If scores are not high enough for placement directly into the program of study, students may retest after 48 hours. If scores are not high enough for placement directly into the program of study, students should be encouraged to complete remediation prior to retesting. Students will be given review material and encouraged to attend a test prep-course. Students are allowed to retest once in each subject area and each retest is $5. Students must wait 48 hours between each test attempt unless otherwise approved by the Dean of Student Affairs or the Vice President for Enrollment Management. If test scores are not high enough after the retest, Learning Support coursework is required. Students who test into Adult Education are required to complete the one hour face to face remediation before being approved to retest.

Purpose for Assessment: Scores are used to determine a student's readiness for college-level general core courses for a given program of study. Each program of study has its own score requirements. In general, diploma programs have higher score requirements than certificate programs, and Associate of Science/Associate of Applied Science degree programs are typically higher than diploma programs.

## Additional Admission Requirements for Allied Health Programs

Beginning Fall 2017, some allied health programs will require completion of a technical certificate of credit program prior to enrollment in the corresponding diploma or degree program. Certain allied health programs only accept students once or twice per year; however, students may enroll in core courses during any semester. Information for program specific admission requirements can be found in the program section of this catalog. Some programs require students to maintain a minimum grade point average (GPA); students whose cumulative GPA falls below the required minimum will be removed from the program list and referred to the Advisement and Retention Center.

Certain medical programs utilize a competitive admissions process. Please refer to the program section of the catalog for specific information about these programs.

## 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.” Students whose academic standing was probationary or dismissal at the point they left the last institution will be admitted to WGTC on academic warning. Placement testing requirements for a transfer student may vary according to the actual courses taken at the previous institution. Official transcripts from a regionally or nationally accredited postsecondary institution, recognized by the United States Department of Education documenting equivalent program-level English and/or math coursework successfully completed (C or better) will replace the requirement of placement test scores. For more information on
transfer credit, please see the “Credits Earned Outside the College” section of the catalog.

## Transient Students

A student in good standing may be permitted to enroll as a transient student on a space-available basis at another accredited postsecondary institution in order to complete work to be transferred back to the student’s home institution. The home and host postsecondary institutions should sign a Transient Student Agreement. A new transient agreement must be completed for each semester of attendance and should include the student’s academic standing and the course(s) the student is approved to take.

Procedures for Transient Students with Wiregrass Georgia Technical College as the Home School
Students wishing to take a course at another accredited postsecondary institution to be applied toward their program of study should obtain permission through a transient agreement form for each semester in which the student plans to enroll. The student must also obtain verification of financial aid from the other college each term. Students desiring to attend another college as a transient student must be in good academic standing. Wiregrass Georgia Technical College Office of the Registrar, in coordination with the Office of Financial Aid, 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.

Procedures for Transient Students with Wiregrass Georgia Technical College as the Host School

- Submit an Application for Admission to Wiregrass Georgia Technical College.
- Submit a one-time $25 non-refundable application fee.
- The Office of Admissions or Office of the Registrar at the home or previous college must submit a transient agreement each term stating the student’s academic standing and the course(s) the student is approved to take at WGTC.

## 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 Technical College 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 (at a rate of twice that charged to in-state students) and fees as prescribed by the Technical College State Board.
Non-Citizen: Students who are lawfully documented residents of 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 to in-state students) and fees as prescribed by the Technical College State Board.

## Verification of Lawful Presence in the United States

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before becoming eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008
- A current ID issued by the State of Georgia after January 1, 2008
- A current Driver's License or ID issued by a state or commonwealth that verifies immigration status and only issues to persons lawfully present in the United States. See list of compliant states at http://law.ga.gov/vgn/images/portal/cit_1210
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551)
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport
- U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570)
- A current military ID (service members only, not dependent) A photocopy is not acceptable.

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for instate tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

# 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. Program offerings and approved campus locations are subject to change. Please check with the Admissions Office for updated information.

# General Requirements

Submit a completed Application for Admission and non-refundable $25 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.

Submit official transcripts from your high school (or High School Equivalency) 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 high school equivalency transcript. All international transcripts must be evaluated by an approved evaluation service and sent directly to WGTC. We recommend the following evaluation agencies:

| Company Name and Contact Information | Website |
|---|---|
| Foreign Credential Evaluations, Inc<br>1425 Market Blvd, Suite 530, Roswell, GA 30076<br>Telephone (770) 642-1108, Fax (770) 641-8381 | https://fceatlanta.net/[27] |
| Josef Silny & Associates, Inc.<br>7101 SW 102 Avenue, Miami, FL 33173<br>Telephone: (305) 273-1616, Fax: (305) 273-1338<br>E-mail: info@jsilny.com | http://www.jsilny.org/[28] |
| Lisano International<br>P.O. Box 407, Auburn, AL 36831-0407<br>Telephone: (334) 745-0425<br>E-mail: LisanoINTL@AOL.com | http://www.lisano-intl.com/[29] |
| World Education Services (WES)<br>P.O. Box 508, New York, NY 10274-5087<br>Telephone:<br>New York: 1-800-937-3895<br>Chicago: 1-800-937-3898<br>Miami: 1-800-937-3899<br>Washington DC: 1-800-937-3897<br>San Francisco: 1-800-414-0147 | https://www.wes.org/[30] |

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. Submit official scores from one of the following placement tests: PSAT, SAT, ACT, Compass, ACCUPLACER, or Companion.

If you are applying for or have an F1 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 or a score of 173 or higher on the computerized version of TOEFL is required. The school institutional code for TOEFL is 6358. A valid SAT critical reading score of 460 or higher will be accepted in lieu of a TOEFL score.

Submit original financial documentation as required by the U.S. government. The school estimates it will cost $24,006 USD to study at WGTC for one academic year. One academic year equals two 16-week semesters and one 10- week semester.

For one academic year:

- Tuition and Fees (estimated cost): $15,528 USD
- Books and Supplies (estimated cost): $1,276 USD
- Room and Board (estimated cost): $4,660 USD
- Transportation (estimated cost): $2,068 USD
- Miscellaneous (estimated cost): $474 USD

The student or sponsor must provide a bank letter verifying a minimum of $24,006 USD is available to finance the first year of education. All bank correspondence should be written on official bank stationery 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 Certificate of Finances Form.

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 Transfer Clearance Form and send it to WGTC's International Student Department. The Transfer Clearance Form is a notification procedure important to the process of transferring your Student and Exchange Visitor Information System (SEVIS) records to WGTC and the maintenance of your student status. Follow all admission procedures previously listed.

All of the aforementioned forms may be downloaded from the WGTC webpage at https://www.wiregrass.edu/admissions/apply/international-students[31].

Change of Status: Students who need change of status or adjustment of immigration status to comply with government regulations should contact the International Student 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 general 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/i901fee/index.html. 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://www.usembassy.gov/. 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 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 International Student 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:

International Student Department, ATTN: Nicole West
4089 Val Tech Road
Valdosta, GA 31602 USA
Telephone: 229-249-4836
Email: nicole.west@wiregrass.edu

All admission documents should be sent to the address above. Admission status of an applicant cannot be determined until the International Student Department has received all official documentation and has approved all documents for admission.

## Housing Information for Students

WGTC does not maintain student housing. Please visit www.realtor.com to locate housing within our service area.

# Programs for High School Students

High school students are offered the opportunity to enroll in Wiregrass Georgia Technical College courses. Enrolling in college early provides Georgia high school students with the ability to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Participation in dual enrollment eases the transition from high school to college, provides students an early start on their college careers, and offers meaningful and challenging academic experiences to qualified students, including those who might not otherwise have access to early college opportunities. Early college enrollment can help increase the number of high school graduates who are both college and career ready.

# Enrollment Options for High School Students

## Dual Enrollment

Dual Enrollment allows high school students to take either academic degree level core courses that may transfer to any TCSG or USG college or university, occupational courses, and diploma level core courses. Some students may choose to enroll fully into a degree, diploma or technical certificate of credit program, or they may choose to just take a few courses. All college coursework taken through Dual Enrollment will be fully covered through Dual Enrollment funding, and students will not be required to pay out of pocket for tuition, college fees, or textbooks. The only fees students may be responsible for are course-specific fees determined by the college. No hours taken through the Dual Enrollment program will count against a Georgia Grant or Scholarship Cap. Participating in the Dual Enrollment program is a great incentive for high school students to get ahead on their college coursework!

Eligibility
Any 9th – 12th grade student enrolled in an eligible Georgia high school or home study program, who has met program or course admission requirements, is eligible to take part in the program. There are NO residency or citizenship requirements. Dual Enrollment is available during the 4 years of high school attendance. Fifth year seniors are excluded from participation unless an approved IEP is in place granting a graduation extension.

Coursework
Occupational and core courses approved for the Dual Enrollment program can be found on the GA Futures websites. Courses may be taught face-to-face on the college campus, the high school campus, online, hybrid, or via Tandberg distance education. Students will be allowed to take up to 15 total credit hours per semester . Students can enroll in Wiregrass courses during Fall, Spring, or Summer Semesters.

Application Process
High school students wishing to enroll in the Dual Enrollment program must:

- First meet with their high school guidance counselor to gain approval to participate in the Dual Enrollment program.
- After gaining approval from their high school to participate in the program, Dual Enrollment students will be asked to complete a Wiregrass Dual Enrollment Application packet which will include all of the required forms needed to participate in the program and meet with Wiregrass' High School Coordinator.
- The application fee for all Dual Enrollment students is waived.
- Take the required placement test or submit valid ACT PSAT, SAT, ELA PSAT, Milestone, high school GPA of 2.0 or HOPE GPA of 2.6 or higher score. Students will be required to meet regular admission scores for associate degree, diploma, and TCC programs. Students enrolling in degree level core courses will be required to make regular admission test scores for the area in which they wish to enroll.
- Students will be asked to go onto the GAFutures website to apply for their financial aid. Once a student has done this, his/her high school counselor will then add the approved classes in STARS, and the Wiregrass Financial Aid office will approve the courses in SURFER. Dual Enrollment students must complete the online Dual Enrollment funding application each semester they are enrolled at the college and failure to do so will result in them being billed for and/or dropped from their Wiregrass classes.

Tuition, Fees, and Books
Tuition and most fees are covered by Dual Enrollment for every eligible student in the program. Books will also be provided to Dual Enrollment students at no charge to the students. Because students are eligible to participate in almost all Wiregrass programs, they may be responsible for course-specific fees in some program areas; however, most Wiregrass programs do not require such fees. Students should speak to the High School Coordinators to find out specifics about course-related fees.

## Concurrent Enrollment

Concurrent Enrollment (CE) provides high school students the opportunity to take college-credit courses through Dual Enrollment that are taught by high school teachers. The high school teacher is also a credentialed Wiregrass college instructor. CE instructors are approved through the college's Academic Affairs department. CE courses are taught on the high school campus during the regular school day. Many CE credits will transfer to a student's future postsecondary institution. CE courses through Dual Enrollment are available to all 9-12th graders. Students wishing to enroll in the program should complete the Dual Enrollment Application Packet.

## Joint Enrollment

Another enrollment option for high school students is called Joint Enrollment. Joint Enrollment provides high school students the opportunity to take courses at Wiregrass Georgia Technical College and receive college credit ONLY for the courses that they take at the college. Joint Enrollment students usually attend college classes in the afternoon or evening after they have attended high school an entire school day. Joint Enrollment students are allowed to take academic core and occupational program courses for any technical certificate or diploma program in which they are eligible. A portion of the tuition will be paid by the HOPE Grant for Georgia residents. Wiregrass will exempt other tuition and fees. Hours taken through Joint Enrollment do count against a student's Georgia Grant and Scholarship caps.

## SB2 Alternate Diploma Path

Senate Bill 2 offers an alternate path to high school graduation for students who have completed certain requirements at their high school. In order to participate in SB2 ADP, students must have completed the 10$^{th}$ grade and successfully completed the two English, Math, Science, and Social Studies courses as well as one Health/PE course in addition to all associated test requirements. High school counselors will provide guidance about which specific English, math, science, and social studies courses are required.

After completion of these courses, students must then complete ONE of the following:

- Any Wiregrass Associate Degree program
- Any Wiregrass Diploma program
- 2 of the Wiregrass Dual Enrollment Technical Certificates of Credit that are approved for SB2

Students interested in pursuing the Alternate Diploma Path option should contact their High School Guidance Counselor or the Wiregrass Technical College High School Coordinator.

## Articulated Course Credit

Locally signed articulation agreements are in place between Wiregrass Georgia Technical College and local service area high schools for the purpose of allowing high school graduates to receive advanced technical college course credit for certain high school classes completed that were taken while they were in high school, taught by a high school teacher. 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 24 months of the student’s high school graduation date, the student must meet all the college admissions requirements, including submission of an official high school transcript for articulated course evaluation. Students will also have to score 85 or higher on 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 college graduation requirements, but will not be calculated into the student’s institutional GPA and may not transfer to other colleges/universities should the student decide to later transfer from Wiregrass.

## Graduation Information

Dual Enrollment students who complete a program while still enrolled in high school can be awarded a college credential prior to high school graduation. Upon graduating from high school, all Dual Enrollment students are encouraged to present official sealed high school transcripts for review for additional awards.

# Change of Programs

Students wishing to change their program may do so by completing a Change of Program for with an advisor in the Advising and Retention Center (ARC). The ARC Advisor will submit the request to the appropriate departments for approval and notify the student if approved.

Students wishing to change from a diploma level program to a degree level program may need to meet with financial aid to discuss any financial aid concerns that may result from the change. Students entering a degree program may need to complete a HOPE Scholarship Evaluation form.

## Dual Majors

Students will be allowed to enroll in DUAL MAJORS if the following requirements are met:

- The student is enrolled in the last semester of their current program
- Both programs are equivalent regarding financial aid eligibility
- The student is in good academic standing
- The student is regular admit in both programs
- The student will be responsible for completing a “Dual Major” request with an ARC advisor and the request will be processed by a Financial Aid representative, a VA and WIOA representative (if applicable), and a designated Admissions officer, before being approved. The ARC will notify the student when the process has been completed.

Note: Aside from a few exceptions, dual programs can only be attempted at the same award level (degree, diploma,
or technical certificate).

# Assessment

The ability of a student to succeed in an occupational program at a technical college is greatly determined by the math and language skills possessed by that student. Wiregrass Georgia Technical College is committed to ensuring that students possess the academic skills necessary to reach their career goals. All students applying for diploma, degree or technical certificate programs will be assessed prior to acceptance to the college unless otherwise exempt. Students will then be admitted in accordance with the academic standards applicable to their chosen program of study and may, based on their test scores, be placed into remedial coursework that must be mastered before advancing to other courses.

# Preparing for the Placement Test

Many students taking the Placement Exam score lower than required on one or more sections of the exam by only a few points. Often, these students do not need a full semester of remediation through remedial course; they simply need to be refreshed in academic areas with which they were familiar in the past, but have forgotten over time. WGTC offers free web-based test preparation and face-to-face hour-long test prep courses through its Testing Center on each campus. Applicants are strongly encouraged to take advantage of this service to brush up on skills that may have been forgotten over time and to become familiar with the placement test format. Performing well on the placement test can save students time and money by giving them the skills needed to pass the test and avoid any requirement to take remedial classes.

## Taking the Placement Test

Wiregrass Georgia Technical College utilizes ACCUPLACER ®, published by ACT, as its primary state-approved assessment instrument for evaluating applicants for program readiness. For applicants who are unable to test using computer-based exams, and in certain other situations, the college offers COMPANION, another state-approved instrument published by ACT. ACCUPLACER 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 specific diplomas or technical certificates, as 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.accuplacerpracticetest.com/[32].

COMPANION consists of a series of four tests: Writing, Reading, Numerical Skills, and Elementary Algebra. These tests are paper and pencil multiple choice exams. Elementary Algebra scores are required only for associate degrees and specific diplomas or technical certificates, 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 form from the Office of Admissions. This form, along with valid photo ID, must be presented to the Testing Center to gain entrance to testing. Applicants who do not possess a photo ID may notify the Testing Center in advance of the testing date and prove identification through 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. Those who do not earn the required placement test scores on one or more sections of the test are offered various forms of remediation through the Testing and/or Tutoring Centers. Staff members in all departments are eager to assist students in achieving their academic goals.

Students who do not achieve regular-admit scores are assigned a provisional-admit type if their test scores are at a 0900 level in any subject area. Students scoring in the 0090 placement score range are given the opportunity for free short-term remediation through the Testing Center or one-hour face-to-face test prep courses if time permits prior to the beginning of the subsequent semester. Students must wait 48 hours before they 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. Those whose scores still fall below regular-admit status will register for the appropriate remedial class(es) during their first semester of enrollment.

## Following the Placement Test

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 admission process are discussed.

## Remedial Support

Students in need of remedial support in one or more areas will be registered for remedial course(s) during advisement. Remedial courses will be taken concurrently with the appropriate degree/diploma level course. Remediation will be provided to students in support courses in a variety of formats and may include but is not limited to: during class remediation, after class remediation, individualized tutoring sessions or optional lab meetings. Grades earned for remedial courses will correspond to the grade earned in the co-requisite diploma or degree level course. Completion of the remedial course will assist students in preparing for other general education and occupational courses. In many cases, completion of remedial support classes is required to meet prerequisites for other courses.

Students who have met the test score requirements for regular admission into their chosen diploma or degree program should not register for remedial courses. In cases where a student registers for a course he or she does not need, the student may be required to pay back a portion of tuition and/or fees, and any financial aid that may have been received for the course.

## Other Testing

A number of other exams are offered at Wiregrass Georgia Technical College. Some are required for acceptance into allied health programs while others are professional or certification exams. Students scheduled to take these exams should arrive 15 minutes before the scheduled start time to allow time to check in and be set up for the exam. Students arriving late will forfeit their testing reservation and fee, and will be required to reschedule (if slots are available). Students who wish to cancel testing reservations must contact the Testing Center at least 24 hours before the scheduled test date in order to be refunded the testing fee.

## HESI Admission Assessment Exam (HESI A2)

Completion of the HESI Admission Assessment Exam (HESI A2), an assessment tool used to evaluate prospective students and their potential for successful program completion, is required for consideration of acceptance into many of the Allied Health programs (Registered Nursing, Practical Nursing, Radiologic Technology).

All applicants must complete the following designated sections: Math, Reading Comprehension, Vocabulary and General Knowledge and Grammar, Anatomy & Physiology, Learning Profile & Personality Style, and Critical Thinking. Applicants are encouraged to complete an Anatomy and Physiology (or equivalent) course prior to taking the examination. A HESI A2 study guide is available through Elsevier.

Each program utilizes the results of the HESI A2 exam in a way which best meets the needs of the specific program. Please consult with your Academic Advisor, Program Faculty, or the Allied Health Advising Packet for program specific information.

Applicants have three (3) attempts to complete the HESI A2 Exam within a 2 year (24-month) time frame, with the highest score used for program selections. The scores are valid for two (2) year post examination date. HESI exam scores must meet the prior guidelines by application deadline. HESI Exam scores must be valid on the application deadline date.

## Professional and Certification Exams

Professional exams for a number of IT certifications are offered in the Testing Center on the Valdosta campus. Examples of tests include exams offered by Pearson VUE, AMP, GACE, ASE, SAT and LEP. The Dental Assisting National Boards (DANB) and the National Boards for Surgical Technology are also given. Scheduling of these tests is done through the test providers, and test dates are limited. Test policies are determined by the certifying agency. National certification exams offered through NCCT are also available. These tests must be scheduled and paid for on the company's website (www.ncctinc.com). In addition, the college offers the NOCTI exams for several programs offered at WGTC. Contact the Testing Center for further information.

# Tuition and Fees

The amount of tuition assessed each term 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 re subject to change without notice. Click to see the current tuition and fee schedule[33].[34] Please note, in some courses of study, specific program fees[35] apply in addition to the standard fees and vary based on the program of study. 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.

All students applying for in-state tuition must provide validation of lawful presence in the United States. Please click to see a listing of approved documentation[36] that may be submitted for in-state tuition consideration.

# Commercial Truck Driving Program Tuition and Fees

Total of $1,949 (Tuition $1,188, Application $25, Fuel Surcharge $185, Registration $60, Accident Insurance $6, Technology $105, Instructional $55, Facilities $25, Activity $45, Printing $20, Drug Screen $125, Testing $50, Security Fee $25). Students will be responsible for fees associated with obtaining the motor vehicle report, physical/drug screening, and licensure. Books are required, but not included in this total.

In addition, students may pay the surcharge fee by the 6th day to continue into CTDL 1020/1030. Beginning with the third
attempt, students will be assessed a testing fee of $50 for the CDL licensure exam.

## 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 approve
financial aid. See the “Other Financial Assistance” section of this catalog for additional aid options, including payment plans via Nelnet.

## 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.

## Refund Policy

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

Federal Title IV Financial Aid: The Department of Education regulations require that unearned portions of Title IV funds (Pell Grant, FSEOG) be returned if a student withdraws from a class prior to or at the 60 percent attendance point in the term. When a student withdraws prior to or at completion of 60 percent of the term, the financial aid award must be reduced. The amount of the student’s Title IV aid earned is calculated as follows:
Number of days student completed ÷ number of days in term = percent of Title IV aid earned
100 percent of Title IV aid is earned if the student completes more than 60 percent of the term. No Title IV funds are 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 term. Any student who is issued a Title IV refund and then found to have dropped or withdrawn from classes prior to or at completion of the 60 percent attendance point in the term 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.

Aid Used for Active Military Tuition Assistance and Veteran Education Benefits: Active duty personnel utilizing Tuition Assistance (TA) funds or Veteran Education Benefits are awarded under the assumption that they will attend school for the entire period for which the assistance is awarded. To comply with the U. S. Department of Defense (DOD) policy and the U.S. Department of Veteran Affairs, WGTC will return any unearned TA funds or unearned VA funds on a prorated basis through the 60% portion of the period for which the funds were provided. Students who fail to attend, drop out, withdraw (officially or unofficially) or are dismissed prior to completing greater than 60% of the enrollment period will have their funds recalculated. The enrollment period is determined by the date the classes begin to the date of the last day of class. All unearned funds will be returned to the respective military service branch or veteran service organization, not to the service member, within 45 days of the determination of the withdrawal. The student may be responsible for repayment of any unearned funds.

Disbursement of Refunds: WGTC offers three options for students to receive a refund: 1) Deposit to an existing bank account or prepaid card of their choice, 2) Deposit to a Bank Mobile Vibe account, or 3) paper check by mail. Students will receive a welcome package in a bright green envelope from Bank Mobile and will choose a refund method by going online at RefundSelection.com and following the instructions provided in the welcome package. All students should make an online selection regardless of the refund preference chosen. In accordance with Title IV regulations, a paper check will eventually be mailed to the address in Banner if no refund preference is selected.

Students who receive Title IV financial aid funds (i.e. PELL Grant and FSEOG) are eligible to use their excess funds, after tuition and fees are paid, for purchases in the campus bookstores via the Automated Book Voucher Program. Excess funds, after tuition and fees are paid, are available for book and supply purchases in the campus bookstores unless students choose to Opt Out of the program in advance. Students may opt out of having their funds available for use in the campus bookstores by signing the Request to Opt Out form.

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

- Original receipt required for all refunds or returns. Students are responsible for keeping the original receipt provided at time of purchase.
- Valid student ID required for refunds, returns, and purchases to financial aid.
- Textbooks may be returned within 10 days of purchase. Returns in excess of 10 days may be allowed with valid drop form or if class is canceled due to low enrollment. Books must be in original condition, with no writing, and shrink wrapping that has not been removed.
- No returns on general merchandise, supplies, or equipment unless defective. Must be returned within 10 days of purchase.
- Defective used books may be exchanged for another used book if available. Otherwise, student must pay the difference for a new book.
- Refunds issued per the method of payment indicated on the original receipt (subject to cash availability).
- Cash, check, or credit/debit card purchases will not be reversed to Pell after purchase. Students receive refunds
  for any unused Pell balances.

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.

# Financial Assistance 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 or 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.

Wiregrass Georgia Technical College does not participate in the William D. Ford Federal Direct Loan Program. WGTC will certify private loans that are disbursed to the college from a student's private lender.

Students applying for the Federal Pell Grant and Georgia's HOPE programs will complete the Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov/[37]. Applicants who are applying for HOPE programs only may apply by completing the Georgia Student Financial Aid Application System (GSFAPPS) online at http://gafutures.org[38]. High school students will complete the Move On When Ready Application online at http://gafutures.org[38] or complete a paper MOWR application as applicable. Applications, computers, and assistance are available in the Office of Financial Aid, or designated areas on each campus.

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 may be obtained online at https://studentaid.ed.gov/sa/[39] or http://gafutures.org[38].

The Free Application for Federal Student Aid (FAFSA) is the preferred application for students applying for financial aid (except for high school students). A FAFSA booklet may be requested by calling 1-800-433-3243 or the TTY line at 1-800-730-8913 for the hearing impaired. The completed application must be mailed in the envelope provided. The FAFSA can also be filed electronically at https://studentaid.ed.gov/sa/fafsa[40] (which is the fastest and recommended method). The information reported must be accurate and is subject to verification.

An application for student financial aid must be completed each academic year. Wiregrass Georgia Technical College's academic year consists of Fall, Spring, and Summer semesters. The FAFSA is available online beginning October 1 of each year. Tax filers will use tax information from two tax years back. For example, the 2016 tax return is used for the 2018-2019 FAFSA. The 2017 tax return is used for the 2019-2020 FAFSA and so on. Students selected for the Verification process; or requiring other actions on their FAFSA will be notified electronically and will submit documents online at https://wiregrass.verifymyfafsa.com[41]. The federal deadline to complete a FAFSA to apply for federal aid is June 30 for the respective academic year.

## General Eligibility Requirements – Who Gets Aid?

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

- Be enrolled as a regular or provisional student in an eligible technical 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 (if applicable);
- Be at least 16 years of age for federal programs or at least a 9th grade student for DE;
- Have earned a high school diploma or equivalent unless enrolled in DE or other eligible program;
- Not hold a bachelor's degree (if applicable);
- Maintain Satisfactory Academic Progress (SAP);
- Be able to prove registration with the Selective Service (Males 18 years of age or older – unless able to prove

- exemption);
- Not be in default on a federal student loan or State of Georgia educational loan, or owe a refund due to an overaward on a Federal Title IV or State of Georgia student financial aid program, or any other way be in violation of Federal Title IV program regulations or State of Georgia student financial aid program regulations;
- Agree to use any funds received for educationally related purposes only;
- Certify that he or she will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid;
- Cannot be recently convicted on felony drug related charges.

NOTE: Students receiving Trade Adjustment Assistance (TAA) should not apply for a loan unless they no longer desire to receive TAA. TAA participants are advised of this during orientation sessions, in the trade act handbooks, and in the DOL 2417 Application for training participant acknowledgements that, “students may not use loans or personal funds to pay any part of their direct training costs.”

## Federal Financial Aid Programs

## Federal Pell Grant

Wiregrass Georgia Technical College participates in the Federal Pell Grant program. The Pell grant is awarded to students who do not have a bachelor’s or professional degree and who are enrolled in a degree, diploma, 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 have eligibility determined, students must submit an application for federal student aid once a year, no later than 6 to 8 weeks before fall semester. The Department of Education uses a standardized formula, which is revised and approved annually by Congress, to evaluate the information reported by students when they apply for the Pell Grant program. The amount actually awarded will depend on a student’s 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 enrolled in high school, accepted with a Special Admit or Pending Admit status, or those who are concurrently attending two or more colleges as a regular student. The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited to 600% of Pell Grant funding. Effective with the 2017-2018 academic year, the maximum amount of Pell Grant funding a student can receive each award year is equal to 150% when attending full-time for Fall, Spring, and Summer semesters. Once a student has reached the 600% Pell lifetime limit eligibility will end.

## 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 Move When Ready or learning support; students who are concurrently attending two or more colleges as a regular students; or students who have reached the Pell Grant lifetime limit.

## 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. Students must be enrolled in an eligible technical certificate, 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 20 hours per week and income from work study and all other aid cannot exceed their cost of attendance for any given semester. 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. Off-campus jobs may be available to support federal community service requirements. Any interested students should check the Wiregrass Georgia Technical College Job Listings and apply online at the Employment link on the home page. The FWS is not available to students who are concurrently attending two or more colleges as a regular student.

## State Aid Programs

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

For Academic Year 2019-2020, the HOPE Grant will pay for tuition at the rate of $76 per credit hour. The HOPE Grant will continue to pay for remedial coursework and joint enrollment coursework at the $76 per credit hour rate.

The HOPE Grant will pay for up to 63 semester hours of study. A student must meet a GPA requirement of 2.0 at the point that the student has accumulated 30 semester hours of courses toward a diploma or certificate for which the student received HOPE Grant funds.

This applies to currently enrolled students. Students with 30 semester grant paid hours must have a 2.0 GPA based on previously paid HOPE Grant hours to continue their grant eligibility into the following semester. There will be two eligibility checkpoints for the HOPE Grant: 30th semester hour and 60th semester hour based on HOPE Grant paid hours.

Students can regain HOPE Grant eligibility once at the second check point. Any coursework paid for by HOPE, with the exception of remedial and Joint Enrollment coursework, will apply to the GPA calculation and checkpoints. 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.

Students with a bachelor’s degree are not eligible for the HOPE Grant.

The Zell Miller HOPE Grant is an expansion of the HOPE Grant program that pays 100% of tuition for technical college students who are HOPE Grant eligible in a technical certificate or diploma program with a GPA of 3.5 or greater.

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 available to Georgia residents seeking associate degree level programs or higher, who have demonstrated specific academic achievements.

For Academic Year 2019-2020, HOPE Scholarship will pay for tuition at the rate of $76 per semester hour.

There are several ways to gain eligibility for the HOPE Scholarship:

- Graduate from an eligible high school as a HOPE Scholar (determined by Georgia Student Finance Commission with a high school transcript provided by the student’s high school upon graduation).

- Earn it while in college (apply at Tier 2 (>= 30 semester hours of Degree seeking credit with a cumulative GPA of 3.0 or greater.

- For those who graduated from an ineligible high school, completed an ineligible home study program, or earned a high school equivalency credential- earn in the 75th percentile on a single National or State Administration of a standardized college admission test, such as the Scholastic Aptitude Test (SAT), or the American College Test (ACT), as compared to the national composite for the academic year in which the student earned the score,

Eligibility for the HOPE Scholarship is determined in the Office of the Registrar by designated staff. HOPE Scholarship Evaluation Applications must be submitted to the Office of the Registrar. Final official transcripts must be received from all previously attended postsecondary schools prior to the HOPE Scholarship Evaluation being processed. All previous degree-level coursework 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.) Students who did not graduate from a Georgia high school or home school program must be Georgia residents for 24 months prior to the first day of the term. Active duty military service members, spouses, or dependent children stationed in Georgia must meet residency requirements.

Eligible freshmen students receive HOPE assistance for the first 30 semester hours attempted. First time recipients of this award on or after July 1, 2019, must use the scholarship within 10 years. First-time recipients of this award on or after July 1, 2011, MUST use the scholarship within seven years (excludes Military service time if applicable) of graduating high school, receiving their high school equivalency credential (or within seven years of when their high school class graduated, whichever comes first), or completing a home school program. Students who have not received HOPE Scholarship prior to July 1, 2011, and who graduated from high school more than seven years ago cannot receive HOPE Scholarship. (HOPE Grant recipients changing to a degree level program must meet all eligibility requirements for the HOPE Scholarship.)

HOPE Scholarship eligibility is evaluated at the 30th, 60th, and 90th semester hour check points, called tiers, to see if the student is still meeting HOPE Scholarship standards. Additionally, GPA is checked at the end of each spring semester and the Three-Term Checkpoint. If the student loses the HOPE Scholarship at their first check point due to GPA dropping below 3.0, he or she is eligible to reapply for HOPE Scholarship once at the next check point, provided the cumulative Attempted-Hour GPA is a 3.0 (see Attempted-Hour definition below). Students can only regain eligibility one time after losing it.

This provision takes into account prior eligibility status. If a student had lost eligibility in the past and has since regained it, another loss of eligibility would be permanent.

A student that is not eligible during the term in which they have accumulated 90 Attempted-Hours (Tier 4 checkpoint) cannot regain HOPE Scholarship eligibility. Regardless of the funding source, once a degree seeking student has accumulated 127 semester Attempted-Hours of degree credit, or has received any combination of HOPE Scholarship, HOPE Grant, and/or applicable dual enrollment payment for a Combined-Paid total of 127 semester hours, or has earned a baccalaureate (four-year) degree, the student is no longer eligible for the HOPE Scholarship/Grant programs.

Attempted-Hours: Credit hours are counted as attempted-hours regardless of whether the course was completed, the hours were earned, or a letter grade was recorded on the student's official academic transcript. Credit hours are counted as attempted-hours regardless of whether the student receives payment for those hours from HOPE. There is no expiration date for attempted-hours. Credit hours are counted regardless of whether they transfer towards the degree or are considered expired. HOPE Scholarship will not pay for remedial coursework; however, all remedial coursework previously counted in attempted hours will remain counted in the Attempted-Hours calculation (Taken prior to Fall 2011).

Combined-Paid Hours: Means the total number of paid-hours a student has accumulated from any combination of the HOPE Scholarship Program, HOPE Grant Program, and Accel Program (for applicable years).

Students graduating from an eligible Georgia high school with a grade point average of 3.7 (determined by GSFC) combined with a minimum SAT score of 1200 or minimum composite score of 26 on a single national or state/district administration of the ACT, as well as meet the academic rigor requirement, may apply for the Zell Miller Scholarship. For Academic Year 2018-2019, Zell Miller Scholarship pays 100% of the standard tuition amount. Students who entered college as a freshman between July 1, 2007, and June 30, 2011, may be eligible as a recipient at the sophomore, junior, or senior levels. The Zell Miller Scholarship will also be awarded to the top two graduates from each high school (must still meet HOPE Scholarship eligibility requirements excluding the SAT/ACT test score and the 3.7 high school GPA).All recipients must maintain a 3.3 grade point average for all check points (30/60/90 semester hour check
points).

If the student's GPA falls below 3.3, but is at least a 3.0, the student would be eligible for the HOPE Scholarship If a student loses eligibility for any reason, they may regain eligibility one time if they re-qualify at one of the eligible checkpoints. This provision takes into account prior eligibility status.

If a student lost eligibility in the past and has since regained it, another loss of eligibility would be permanent.

For complete regulations and additional definitions regarding the HOPE Scholarship/Grant program, go online to gafutures.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, GA 30084.

## Other Financial Assistance

## Nelnet Payment Plan Option

Wiregrass Georgia Technical College offers students a payment plan option through Nelnet Business Solutions for a small enrollment fee of $15 for summer and $25 for fall. A minimum down payment is required with the remaining balance due in 1 to 4 monthly installments. The amount of the down payment, number of monthly payments, and the enrollment fee are determined by the date of enrollment in the plan. If a student defaults on payment to Nelnet, the remaining balance becomes due directly to the college along with a $40 non-refundable administrative fee. Information is available online at https://www.wiregrass.edu/admissions/apply[42].

## Private Loans

Private loans are credit-based loans to help students "bridge the gap" between the financial aid they have been awarded and any additional amounts that may be needed to pay for outstanding educational expenses, such as tuition, fees, books, or supplies.

Student Access Loan - Student Access Loan (SAL)
Student Access Loan – loan for eligible Georgia students attending an institution within the Technical College System of Georgia. Information is located online at https://www.gafutures.org/hope-state-aid-programs/loans/sal/[43]

Students are selected randomly for SAL based on fund availability.

The first selection of applications will be current HOPE and Zell Miller Scholarship recipients and previous 2018-2019 SAL borrowers in good standing based on funds available. Any following selections of applications will be first come first serve based on funds available.

## Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded job training program designed to provide assistance to those needing occupational skills in order to obtain employment or advance with their current employer. WIOA is a competitive scholarship given to a limited number of qualified applicants each semester. WIOA is designed to assist dislocated workers who have lost employment due to technological changes, plant closures, or foreign competition, displaced homemakers, or other individuals who are unable to pay the cost of attending Wiregrass Georgia Technical College. Applicants must intend on returning to the workforce once they have completed their training program.

- WIOA has funds allocated for students who have been laid off from their jobs, are recently divorced, or who are youth (ages 16-24) returning to obtain an education
- WIOA may be used in conjunction with HOPE and Pell
- WIOA assists with student expenses for tuition, fees, books and any other required school expenses not covered by other types of financial aid
- WIOA offers limited financial assistance to help with the costs of childcare and transportation

Applicants must be attending Wiregrass Georgia Technical College in a degree, diploma, or technical certificate of credit program. Medical students must have completed the required core classes and be accepted into their program of study.

After completion of training, WIOA students can receive individualized career counseling, resume preparation, job search assistance and other services to aid them in obtaining employment.

Interested students should speak with the WIOA staff for further information on eligibility requirements.

## Veterans Benefits

Wiregrass Georgia Technical College is approved for veterans training under U.S. Code 38. Eligible persons should complete the application for veteran's education benefits using VA Form 22-1990 through their local or regional Veterans Administration Office or online through the Veterans On-line Application (VONAPP) at vabenefits.vba.va.gov.

Students applying for Vocational Rehabilitation & Employment Program use VA Form 22-1900. The VA Certifying Official in the Veterans Support Services Office is available to assist applicants in filing for education benefits.

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 in Atlanta. However, the student may continue attending other classes without veteran benefits. The VA will not pay for any courses that are not listed in the student's program curriculum. Students receiving VA benefits are required to notify the School Certifying Official as soon as possible in regards to enrollment status (i.e. adding/dropping classes, withdrawals, or transfer or school), change in program of study, and graduation. Students may be responsible for the return of any funds that are unearned due to dropping, withdrawing, or failure to attend a course that the funds were awarded to cover. See Refund Policy for more details.

Students receiving VA educational benefits are required to provide the School Certifying Official a copy of their Certificate of Eligibility from the VA for the following financial aid benefits:

- Post 9/11 GI Bill- Chapter 33
- Montgomery GI Bill Active Duty- Chapter 30
- Montgomery GI Bill Selected Reserve- Chapter 1606
- Reserve Educational Assistance Program- Chapter 1607
- Dependents' Educational Assistance Program- Chapter 35

In addition, Chapter 1606 and 1607 students are required to obtain a Notice of Basic Eligibility (NOBE) from their Commanding Officer to be provided to the School Certifying Official.

For students receiving benefits under the Vocational Rehabilitation & Employment Program, a copy of the Authorization and Certificate of Entrance into Vocational Rehabilitation (VA Form 28-1905) must be provided to the School Certifying Official.

VA students should contact the VA Education and Training Office at 1-888-GIBILL-1 or online at http://www.benefits.
va.gov/gibill/ for more information.

Georgia's HERO Scholarship
Helping Educate Reservists and their Offspring (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 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).

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.

## 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 WGTC Financial Aid Office or GSFC.

## HOPE Career Grant (formerly known as the Strategic Industrial Workforce Development Grant)

The Hope Career Grant is a state funded grant. Students within the Technical College System of Georgia (TCSG) receiving Hope Grant or Zell Miller Grant funds and enrolled in Air Conditioning Technology, Automotive Technology, Commercial Truck Driving, Early Childhood Care & Education, Healthcare Technologies, Business Education and Computer Science, Practical Nursing, or Technical and Industrial programs may be eligible for Hope Career Grant. The Hope Career Grant is available for one term only for Commercial Truck Driving. Students with a bachelor's degree are not eligible for the SIWDG. Visit our website for a complete list of updated programs.

## Deadlines

The Free Application for Federal Student Aid (FAFSA) is available in October 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 fall semester through summer semester of that award year. All HOPE and Pell financial aid expires at the end of summer semester of the current year.

Financial Aid Application Process
Associate of Science Degree/Diploma/Technical Certificate Students: Complete the Free Application for Federal Student Aid (FAFSA)(https://fafsa.gov/[44]) at least six to eight weeks prior to the expected registration date.

Georgia residents and active duty military stationed in Georgia and their dependents will automatically receive the HOPE Grant, based on results of the FAFSA, if pursuing a diploma or certificate of the required length. HOPE degree-seeking students must have their HOPE Scholarship eligibility determined by Wiregrass Georgia Technical College's Office of the Registrar.
NOTE: Military members who separate in the State of Georgia must establish Georgia residency for 12 or 24 months if their home of record at the time of separation was not Georgia. Students who receive aid must report any other assistance received, regardless of source, to the Financial Aid Office.

Students selected for the Verification process; or requiring other actions on their FAFSA will submit documents online at https://wiregrass.verifymyfafsa.com[41].

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

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 non-citizen, a student must meet the Georgia residency requirement to be considered for 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 24 consecutive months of domicile in the State of Georgia (which indicates the person’s intent to maintain a permanent presence) or graduation from a Georgia High School which requires 12 consecutive months. For more information, please see Technical College System of Georgia, Policy and Procedure Manual online at https://tcsg.edu/tcsgpolicy/tcsg_policy_manual.pdf[3].

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 Office of Financial Aid as to the documentation they will be required to provide. The Office of Financial Aid 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 not eligible for the Pell Grant or any other Title IV Financial Aid Programs. Students should review their financial aid award on BanWeb to see the results of their verification. Actual award updates will be posted on the student’s BanWeb account.

## Unusual Enrollment

The U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. Students who received a Federal Pell Grant at multiple institutions in recent academic years (2015-2016, 2016-2017, 2017-2018 and 2018-2019) will have their 2019-2020. Free Application for Federal Student Aid (FAFSA) flagged for unusual enrollment history (UEH). The flags “2” and “3”will be indicated on the Student Aid Report (SAR) and the Financial Aid Office will be required to review the student’s enrollment history to determine whether or not the student is enrolling only long enough to receive cash refunds of Federal student aid. Unusual Enrollment History (UEH) must be resolved before the student will receive Federal financial aid.

## 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 semester for all students. (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 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 GPA allowed is 2.0. Students falling below those minimums at the time of review will be placed on financial aid warning and will have one semester to remove themselves from that status by completing the required number of semester hours of coursework to achieve a cumulative 2.0 or higher GPA. Financial aid is extended for the warning semester for all classes not affected by the federal repeat coursework provision. Students who do not attain the 2.0 GPA at the end of the warning semester are on financial aid suspension and their financial aid award is terminated. Students on financial aid suspension must pay for and successfully complete the required number of semester hours to achieve a cumulative 2.0 GPA and a 67% earned rate to have aid reinstated. HOPE Grant students must maintain a 2.0 GPA at the 30th and 60th hour GPA checkpoints. Zell Miller Grant students must maintain a cumulative HOPE GPA of 3.5 at the 30th, 60th, 90th and end of spring check points to retain the Zell Miller Grant. HOPE Scholarship students must maintain a cumulative GPA of 3.0 to retain eligibility for the Scholarship. Zell Miller Scholarship students must maintain a cumulative GPA of 3.3. If the GPA falls below 3.3, but is at least a 3.0, the student would be eligible for the HOPE Scholarship.

2. Quantitative Standard: Completion Rate
Financial aid recipients must successfully earn at least 66.66% of the credit hours attempted to remain eligible for financial aid. Students falling below the 67% successful earned rate at the time of review are placed on financial aid warning. Students placed on financial aid warning must complete the warning semester with the required number of semester hours of coursework to achieve a minimum 2.0 GPA. Failure to do so will result in financial aid suspension. Students returning from suspension must pay for and successfully complete the required number of semester hours to achieve a cumulative 2.0 GPA and a 66.66% earned rate to have aid reinstated. Students earning a 66.66% earned rate will have their SAP round up to 67%.

3. Maximum Time Frame
Students must complete their educational program 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. With the exception of "IP," "I", and "W" grades are counted as coursework attempted, and will be used to determine SAP status. Students who receive "I" grades will have their SAP re-evaluated when the final grade is posted by the Office of the Registrar. Grades received for Learning Support do not affect 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 student must complete the form and attach documentation to support the appeal. The completed form will be submitted to the Financial Aid Office. Students who are approved for an appeal will be placed on financial aid probation for the semester the appeal was approved. In certain situations, an academic plan may be appropriate to outline the academic rigor the student will need in order to achieve the SAP policy. The Committee will review the appeal and if properly documented may approve the appeal for one semester. Subsequent appeals may be granted on a case-by-case based on the extenuating circumstances. If not properly documented, the appeal will be denied and the student will not be awarded financial aid for the semester.

The Committee reviews appeals via an online process in Navigate. Written notification by letter or e-mail will be provided within ten (10) working days of the Committee's decision. Appeals of the Committee's decision can be made to the Financial Aid Director or Vice President of Enrollment Management with ten (10) working days of notification of the Committee's decision. Approved appeals are effective for the current academic year in which the
appeal was submitted.

## Professional Judgment

Wiregrass Georgia Technical College understands there may be cases of extenuating circumstances affecting a student's financial aid eligibility. The student, or the student's parents (in the case of a dependent students), may request special consideration called "professional judgment" by submitting the appropriate Special Circumstances Appeal form though an online process at https://wiregrass.verifymyfafsa.com[41]. . Extenuating circumstances include, but are not limited to: loss of employment; loss of income due to divorce or separation; loss of untaxed income; loss of income due to death of a spouse; a one-time income increase such as lottery winnings; loss or hardship due to natural disaster.

Professional judgment may also be sought for students who want to be considered for a dependency override. This override will allow consideration for dependent students to change to an independent status due to an unusual or life threatening family situation, death of a custodial parent, or students who have no contact with their natural parents. All professional judgment decisions will be determined by the Director of Financial Aid, Assistance Director, or Financial Aid Coordinator.. Professional judgment decisions may take 4 to 6 weeks to process.

## Repeat Coursework – Financial Aid Implications

Effective July 1, 2011, students may only receive federal financial aid funding for one repetition of a previously passed course; a previously passed course is one in which any grade higher than "F" was received. A student may receive federal financial aid funding more than once for repeating the same course in which a failing grade has been received, however the normal Satisfactory Academic Progress policy will still apply. Any student who is using federal financial aid to repeat
a course, and withdraws before completion of the course, will not have this attempt count against his or her one attempt to retake a previously passed course. However, if after passing the first attempt the student decides to receive federal funds to retake a course for a second time and fails it, the second attempt failure will count as the one allowed repeat of a previously passed course and the student will not be paid for retaking the course a third time.

Wiregrass Georgia Technical College (WGTC) is supported by two solid foundations: Wiregrass Georgia Technical College Foundation North, serving Atkinson, Ben Hill, Coffee, Irwin, and Wilcox counties and the Wiregrass Georgia Technical College Foundation South, serving Berrien, Brooks, Cook, Echols, Lanier, and Lowndes counties. Both Foundations provide student support through scholarships and textbook assistance for students.

Scholarships and textbook assistance are available to students each semester. Many scholarships are merit based requiring students to meet specific criteria in order to apply. Students will be notified of scholarship deadlines through student email and navigate.

Click here for a list of available scholarships[45]

For more information on the Wiregrass Foundations please contact:

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# Standards for Associate of Science, Associate of Applied Science Degrees, Diplomas, and Technical Certificates of Credit

## Associate of Science/Associate of Applied Science Degrees

The Associate of Science (AS) is offered for students who intend to enter the workforce and/or immediately continue their education at the baccalaureate level. The Associate of Applied Science (AAS) degree is offered for technical program students who intend to enter the workforce upon graduation. The range of semester credit hours required for graduation with an AS or AAS degree is 60 to 73; some programs may exceed this range. Associate degree programs shall be composed of a minimum of 15 semester credit hours of collegiate-level general education core courses numbered at 1100 or above and a minimum of 40 semester credit hours of courses in technical areas.

Components of the general education core for degree programs must include at least one course from each of the following four areas:

1. Language Arts/Communications;
2. Social/Behavioral Sciences;
3. Natural Sciences/Mathematics;
4. Humanities/Fine Arts

### Diplomas

Diploma programs are offered for technical program students who intend to enter the workforce upon graduation. The range of semester credit hours required for graduation with a diploma is typically 37 to 59; however, some programs may exceed this range. Only general education courses numbered 1000 or above shall be credited toward diploma requirements. Each diploma program shall require a minimum basic core of 8 semester credit hours in general education courses and a minimum of 28 semester credit hours in occupational courses.

### Technical Certificates of Credit

Technical Certificate of Credit programs shall be organized as a coherent set of competencies that correspond to identifiable exit points which match positions in a field of work. The range of semester credit hours required for graduation is generally 9 to 36. The technical certificate may be used to provide programs in areas of specialization that do not require study of sufficient length to award a diploma or degree or to add on areas of specialization after the completion of a diploma or degree. Technical certificates of credit may require any combination of general education and occupational courses, specific occupational courses, or approved elective courses. Only courses numbered 1000 or above shall be credited toward technical certificate requirements.

Expanded Statement of Institutional Purpose: To provide quality technical and academic instruction leading to associate of applied science degrees, associate of science diplomas, and technical certificates of credit.

WGTC Rationale for General Education: General education requirements for degree seeking students must provide the basic and advanced skills that may be required for success in the professional world. 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 understand behavioral science, 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.

### General Education Competencies

Competency 1: Students will demonstrate proficiency in oral and written communication skills.
Competency 2: Students will be able to use critical thinking to analyze readings and solve problems.
Competency 3: Students will be able to comprehend and use mathematical concepts and methods to solve problems effectively.
Competency 4: Students will be able to understand basic human interactions and behaviors.
Competency 5: Students will understand the basics of science and the scientific method.
Competency 6: Students will be able to demonstrate knowledge in humanities or literature.

Program standards, competencies, exit points, and minimum course credit requirements designated for each major
code are established by the program-specific standards of the State Board of the Technical College System of Georgia.

Each degree, diploma, and technical certificate of credit program is assigned a state wide major code and utilizes essential standards and competencies designated for that statewide major code. Program components designated for a given degree, diploma, and technical certificate of credit program major code include, but are not limited to:

1. essential general education, basic skills, and occupational courses (as applicable); and
2. minimum number of total semester credit hours required for graduation.

## Methods of Instruction

Definition of a credit hour:
Credit hour, as defined in the U.S. Department of Education guidance to institutions and accrediting agencies regarding a credit hour as defined in the final regulations published on October 29, 2010.

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
- At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

One distance learning or hybrid course credit is defined as an equivalent amount of instruction and student work leading to equivalent learning outcomes, as required for a traditional class.

Academic courses are conducted using six 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 workplace to the maximum extent possible.
- Internship/Externship/Apprenticeship: Job performance by the student in an actual workplace with oversight and instruction by WGTC instructors and administrators 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.
- 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 Connection (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 on the TCSG web site (www.tcsg.edu).

Programs offered online through the Georgia Virtual Technical Connection 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 Connection 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.

Time Format for Scheduled Class Offerings
Regularly scheduled classes fall into three time-frames: Day, Extended Day, and Evenings.
Day: Generally scheduled from 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 3 p.m., Friday.
Extended Day: Generally scheduled to begin between 2 p.m. and 5 p.m. Monday through Thursday.
Evening: Generally scheduled between 5 p.m. and 10 p.m., Monday through Thursday. Certain courses meet Mondays and Wednesdays and others meet Tuesdays and Thursdays. Some are scheduled for all four evenings, while others meet one night each week.

## 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 Executive Vice President for Academic Affairs. A student registering for courses outside his or her declared major may be charged additional tuition and fees in accordance with the published fee schedule.

## Full-Time Student Status

A student registered for a minimum of 12 credit hours is considered a full-time student.

## Course Expiration

General Education courses do not expire. Occupational courses expire after 10 years (120 months).

# Academic Procedures

All degree/diploma/certificate-seeking students are assigned academic advisors. Students may contact the Advising and Retention Center, or their myBanWeb account, to determine advisor assignment. All students are required to see their advisor before attempting to register for the term. Students are also encouraged to seek counsel from their advisors to resolve problems or issues encountered within the academic program during the term. The academic advisement session can also include, but is not limited to, the following items:

For New Students:

1. Orientation Session
2. Official Transcripts
3. Major
4. Career Objectives
5. Specialized Program Admission Requirements
6. Co/Prerequisites in Program Courses
7. Learning Support
8. Online Courses
9. Dual Major Advisement
10. Affirm Student's Decision to Attend
11. Inform Student of Clubs and Organizations

For Current/Returning Students:

1. Major and Goal
2. Learning Support Completion
3. Satisfactory Progress within Program
4. Academic Probation or Suspension
5. Co/Prerequisites in General Core
6. Special Needs or Time Constraints
7. Online Courses
8. Dual Major Advisement
9. Affirm Student's Decision to Attend
10. Inform Student of Clubs and Organizations

Students registering for courses outside of the advisor recommendation may have financial implications and delay expected graduation.

# Course Numbering System

The Technical College System of Georgia applies a statewide system of coding for each approved course within a program. This system includes a four alpha prefix combined with a four digit number. The four digit number delineates the level of the course, as explained below:

### Remedial courses 0090

Remedial courses will not be applied towards a student's program of study and will not count in the hours required to meet graduation requirements. Some students may be required to complete remedial courses in order to enhance their knowledge in areas of reading, writing, math, or algebra to better prepare them for other general education core courses.

### General Education Core courses

Diploma courses: 1000 – 1099
Degree courses: 1100 – 2999

## Occupational courses

1000 – 2999* (*Advanced level courses may begin with a 2000 number code)

# Prior Learning Credits

Advanced Placement allows incoming students at WGTC to receive course credit based upon previous experience, formal or informal, and results in advanced standing within a technical certificate, diploma or degree program. Advanced Placement includes the following:

# Transfer Credit

As part of the admission process, all official transcripts are evaluated for possible transfer of credit. Ordinarily, institutions from which credits are transferred must be accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. As a general rule, credit will be given on a course equivalent basis. Transfer credit will be considered for courses completed with a “C” or better from a college, university, or other accredited postsecondary institutions. A student who receives transfer credit must be aware that the awarding of this credit by WGTC does not guarantee that institutions subsequently attended by the student will also accept these credits. Course transfer credit is recorded as “TR” (“A”, “B”, or “C”) on the transcript and does not require the payment of course fees. This credit is not included in the calculation of the student’s GPA and does not count as institutional credit. Transfer credit evaluations will be completed and posted to the student’s academic history which may be accessed through myBanWeb. Any student with questions regarding the evaluation of transfer credit should contact the Office of the Registrar. In order to graduate from a program, at least 25% of a student’s program credit hours must be completed at WGTC.

Students who have completed all or part of their secondary and postsecondary education outside of the United States are required to have their foreign postsecondary educational credentials evaluated by an independent evaluation service. Please contact the Office of Admissions for a list of approved agencies.
The Registrar classifies transferring applicants as students on probation if their last college placed them on probation or dismissal.

The following guidelines apply to the evaluation of transfer credit:

- Official transcripts are required from all postsecondary institutions verifying a minimum grade of “C” in all courses for which students are seeking transfer credit to their program of study.
- Ordinarily, institutions from which credits are transferred must be accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. In some instances where course equivalency is questioned, credit must be validated by examination.
- A desktop review (evaluation of courses for transfer credit) is required. If a written course description is needed, students are responsible for obtaining appropriate course documentation.
- Decisions regarding the granting of transfer credit are made at the academic program level and confirmed by the Registrar.
- Specific occupational courses may not be more than 10 years old (120 months) at the time the student is accepted to the college.
- There are no time limits on transferability of general education courses.
- Testing (written and/or performance) may be required to validate proficiency of a student for coursework to be transferred.
- WGTC reserves the right to rescind previously awarded student course exemption as warranted.

GATRACS
The Georgia Transfer Articulation Cooperative Services (GATRACS) is a partnership between the University System of Georgia, Technical College System of Georgia, Georgia Department of Education, and the Georgia Student Finance Commission. GATRACS is a tool designed to assist students in the transfer process. For more information, visit their
website at https: www.gafutures.org[46].

### Standardized Exam Credit

Advanced Placement credit will be awarded based on nationally normed exams including, but not limited to, the following:

- College Level Examination Program (CLEP) - Credit will be awarded for successful completion of any appropriate CLEP subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services.
- International Baccalaureate Credit (IB)- Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.
- Advanced Placement Examinations (AP) - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board. Official AP transcripts must be submitted to the college to receive credit.

## College-Level Examination Program (CLEP)

College-Level Examination Program (CLEP) credit will be awarded to students who score in the 50th percentile or higher in the following subject areas. Credit will not be granted for the general exam. Students who wish to receive credit for any course subject not listed below should contact the Office of the Registrar at Wiregrass Georgia Technical College.

| CLEP Exam | Required Score | Credit | WGTC Equivalent |
|---|---|---|---|
| American Literature | 50 | 3 | ENGL 2130 American Literature |
| American Government | 50 | 3 | POLS 1101 American Government |
| Biology | 50 | 3 | BIOL 1111 Biology I* |
| Chemistry | 50 | 3 | CHEM 1211 Chemistry I* |
| College Algebra | 50 | 3 | MATH 1111 College Algebra |
| College Composition (English Composition with Essay | 50 + passing essay | 3 | ENGL 1101 Composition & Rhetoric |
| English Literature | 50 | 3 | ENGL 1102 Literature & Composition |
| Financial Accounting | 50 | 4 | ACCT 1100 Financial Accounting I |
| History of the US I: Early Colonizations to 1877 | 50 | 3 | HIST 2111 U.S. History I |
| History of the US I: 1865 to Present | 50 | 3 | HIST 2112 U.S. History II |
| Human Growth & Development | 50 | 3 | PSYC 2103 Human Development |
| Humanities | 50 | 3 | HUMN 1101 Introduction to Humanities |
| Introduction to Psychology | 50 | 3 | PSYC 1101 Introduction to Psychology |
| Introduction to Sociology | 50 | 3 | SOCI 1101 Introduction to Sociology |
| Precalculus | 50 | 3 | MATH 1113 Precalculus |
| Principles of Macroeconomics | 50 | 3 | ECON 2105 Macroeconomics |
| Principles of Management | 50 | 3 | MGMT 1101 Principles of Management |
| Principles of Marketing | 50 | 3 | MKTG 1101 Principles of Marketing |
| Principles of Microeconomics | 50 | 3 | ECON 2106 Microeconomics |

*Students are given credit for the lecture portion only of this course. Students are required to complete the lab portion of this course at Wiregrass Georgia Technical College.

National Testing Center
Wiregrass Georgia Technical College has contracted with Moody Air Force Base (MAFB) to become a National Testing Center to provide CLEP (College-Level Examination Program) and DANTES (Defense Activity for Non-Traditional Education Support). Testing is administered through their on-base education center.

CLEP gives military personnel, their dependents, and students enrolled in any college at MAFB the opportunity to receive college credit by earning qualifying scores on any of the 33 examinations. Information regarding specific awarding of these college-level credits for Wiregrass Georgia Technical College students may be found in the “Credits Earned Outside The College” section of this catalog.

All CLEP exams are administered at the Moody Air Force Base Extended Campus – National Testing Center by appointment only. CLEP and DANTES are both computer-based exams.

To assist military personnel in meeting their educational goals, the Defense Activity for Non-Traditional Education Support (DANTES) funds CLEP exams for eligible military service members and eligible civilian employees. Professional and Certification Exams for a number of IT certifications and national certifications for many of the programs taught at WGTC are offered at the National Testing Center through Pearson Vue, ACT, AMP, and DANB. Contact the National Testing Center at MAFB for additional information at (229) 253-9571.

## Prior Learning Assessments

Prior Learning Assessments (PLAs) provide a pathway to enable students who have stopped short of a degree, but have acquired knowledge through other means, the chance to complete their education. PLA is a process through which students identify areas of relevant learning from their past experiences, demonstrate that learning through appropriate documentation, and submit their materials so that they can be assessed and possibly awarded academic credit relative to specific course objectives. Credit received through PLA may only be awarded if the student has been employed in the occupational field within the last ten years or can demonstrate work experience in field within the last ten years.

WGTC may award college credit with the following methods:

- Military Training - Credit awarded based on the American Council of Education or the Community College of the Air Force.
- Student Portfolios - Credit awarded by faculty evaluation of a student’s documented life-work.
- Corporate Training - Occupational training provided by organizations and/or manufacturers.
- Apprenticeship Training - Training provided through an official work-based program (often required for licensure).
- Professional Certification and Licensure - Specialized certifications earned through training programs and required for employment (example: POST, BICSI, Trade Organizations)
- Institutional Exemption Exam - Challenge exams that demonstrate a mastery of the course competencies.
- Standardized Exam Credit - Credit based on nationally normed exams including, but not limited to CLEP (College Level Exam Program), International Baccalaureate Credit (International Baccalaureate Exam), Advanced Placement Exams (AP).

The following guidelines apply:

- The number of credits student may earn will vary. Students must meet the residency requirement of the college which is 25% of the program.
- If a student does not agree with the recommendation of credit, he or she has the right to appeal the college’s decision, but ultimately the college reserves the right to deny the awarding of credit based on the faculty’s findings thus ensuring the quality of education delivered by WGTC.

1. Non-Traditional/Experiential Learning: Course credit may be awarded for military training or corporate courses where appropriate. In addition, WGTC recognizes that college level learning does take place through experiential learning and other methods including, but not limited to, professional certifications

and training programs, manufacturers training, and in apprenticeship type programs. Credit awarded in these areas does not count toward the college's residency requirement, and no guarantee of credit can be made without a formal review by the Registrar and/or faculty. Additional fees may be charged depending on the method of advanced placement chosen by the student. Details of the process including a fee schedule are outlined in the WGTC Prior Learning Assessment Handbook.

2. Military Training Credit: WGTC may award credit for training received in the Armed Forces. The training shall be certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education to (ACE), by the official catalog of the Community College of the Air Force, or some similar document. Credit shall be given when training experience meets required competencies of courses offered at the institution. Military course transfer credit is recorded as 'TRM'.
3. Institutional Exemption Exam: Students may be allowed to exempt courses by demonstrating thorough mastery of written and/or performance tests that have been developed locally and adequately demonstrate achievement of the necessary competency level. WGTC publishes information every term based on courses that have exemption tests and how to apply for them. Students are charged 25% of normal tuition to exempt a course. No fee shall be charged to students taking an exam to validate articulated credit from high school. Exemption exam course transfer credit is recorded as 'EXE'.
4. Individualized Student Portfolios: WGTC may allow for credit to be awarded based on a student's portfolio. The student typically develops a specifically designed portfolio that helps them identify and articulate their learning from a variety of experiences equating prior learning to college courses, educational plans, and integrates prior and new learning to achieve academic goals. Faculty with appropriate subject-matter expertise evaluates the student's portfolio to determine the equivalent level of college credit. Portfolio course transfer credit is recorded as 'EXP'.
5. Apprenticeship Training: WGTC will evaluate apprenticeship training for college credit. Consideration may be given to working with trade associations to evaluate prior apprenticeship training for college credit as well as offer part of the training through the college for credit. Proper documentation including a transcript or a training record may be required.
6. Program Evaluations of Non-Credit Instruction: WGTC will evaluate and may award credit for recognized proficiencies that equate to specific courses offered at their institutions. For example, police officers may receive some credit for police academy training, and they can apply this credit to degree programs in criminal justice.

## Time Limits of Credit to be Transferred

There are specific time limits for transferable credit. General academic core courses taken at other postsecondary institutions or credit obtained through standardized examinations are transferable for an indefinite period of time. These courses include English, Mathematics, Psychology, Speech, Economics, and other general academic courses. Specific occupational courses such as computer courses, electronics, accounting, keyboarding, allied health core courses, and other occupational specialized skills courses are transferable for a period of no more than 10 years (120 months) except with the approval of faculty and administration.

## Residence Requirements for Degree/Diploma/Technical Certificate

A minimum of twenty-five percent (25%) of the course work of a particular program of study must be completed at WGTC for degrees/diplomas/technical certificates granted by the college. The Office of the Registrar will ensure that students are notified at the time of award of advanced placement credit if they are not in compliance with the residence requirements.

## Course Substitution

Students in diploma programs may elect to take degree level academic core courses within their programs of study without actually converting to degree-seeking status. A degree level 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 other satisfactory degree-level 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 Office of Admissions 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 and will be responsible for any financial ramifications.

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

| Diploma Level Course | Degree Level Course Substitution |
|---|---|
| ENGL 1010 Fundamental of English I | ENGL 1101 Composition & Rhetoric |
| ENGL 1012 Fundamental of English II | ENGL 1102 Literature & Composition |
| MATH 1011 Business Mathematics<br>MATH 1012 Foundations of Mathematics<br>MATH 1013 Algebraic Concepts | MATH 1100 Quantitative Skills and Reasoning<br>MATH 1101 Mathematical Modeling<br>MATH 1111 College Algebra |
| PSYC 1010 Basic Psychology | PSYC 1101 Introduction to Psychology |
| ALHS 1101 Anatomy & Physiology | BIOL 2113/L Anatomy & Physiology I and Lab*<br>BIOL 2114/L Anatomy & Physiology II and Lab*<br>*Must complete both courses and labs with a “C” or better |

## 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 confer with their advisor while choosing which electives will be approved for credit.

## Credits Earned Outside the College

Students must complete at least 25 % of coursework towards a particular program of study at Wiregrass Georgia Technical College in order to be eligible for graduation from the college. Up to 75 % of coursework may be transferred from another postsecondary institution, through a combination of Advanced Placement (AP), Articulation Credit, College Level Examination Program (CLEP), or other such examinations.

## Reverse Transfer

Students completing credit after leaving WGTC have the opportunity to transfer those credits back to the College for a period of 120 months (10 years), to complete the requirements for their original program of study. Students must have enrollment at WGTC within 60 months (5 years) of the reverse transfer credit being received in order to graduate.

# Attendance Policy

# Course Attendance Policy

To comply with WGTC's mission to provide a highly-trained workforce through quality academic and hands-on instruction, students are expected to regularly attend all classes. Regular attendance provides students with full course benefits and establishes a pattern of dependability and punctuality required in the workplace.

## Attendance

Wiregrass Georgia Technical College expects that all students shall regularly attend all scheduled class meetings held for instruction or examination. It is recognized that class attendance is essentially a matter between students and their instructors. Instructors must explain their absence policy in the course syllabus. All students are held responsible
for knowing the specific attendance requirements as prescribed by their instructors and for the satisfactory make-up work missed by absences. When students are to be absent from class, they should immediately contact the instructor. If students violate the attendance policy, they may be subject to an administrative withdrawal from the course.

## Attendance Requirements

Attendance is demonstrated through active participation (simply logging in to an online class is not considered active participation.) Academically related activities include, but are not limited to, the following:

- submitting a current academic assignment
- completing an exam, an interactive tutorial, or computer-assisted instruction
- participating in an online discussion about academic matters

## Instructor Responsibilities

Instructors are responsible for maintaining records of attendance to comply with financial aid and federal regulations. When lack of attendance negatively affects the student's performance in the classroom, the instructor will submit an alert through the TEAMS system. If interventions are unsuccessful and attendance does not improve, a withdrawal alert should be submitted through the withdrawal link on myBanWeb faculty service.

## No Show Policy

A "no show" is a student whose name appears on the class roster, but fails to attend class the first time after his/her name appears on the roll. Any student reported as a "no show" by an instructor will be administratively dropped from the class.

No shows shall receive a 100 percent refund of applicable tuition (hours below 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Any student receiving financial aid who is reported as a "no show" will have his/her financial aid award for that class cancelled. All financial aid awards based on courses that students do not attend will be canceled, and the student will be
responsible for all applicable charges.

# Course Additions and Withdrawals

# Adding Courses/Creating a New Schedule

Students may add open courses through their myBanWeb account during the first five instructional days of the term. Students who need to be added to an open course beyond the fifth instructional day will need to contact the Dean of Academic Affairs for that area to obtain approval. New students and returning students who create a new schedule during the late registration period (generally starting the day after the end of the previous term) may be subject to a late fee penalty. See the WGTC Calendar for specific dates. Students adding courses to an existing schedule during the late registration period will not be charged a late fee.

## Dropping a Course or Courses – First Three Instructional Days of Term

Students may drop courses through myBanWeb during the first three instructional days of the term with no financial or academic penalty; however, any amount charged in the bookstore against HOPE or Pell will be owed back to the college. Students who drop courses during this period and have paid tuition and fees out-of-pocket are eligible for 100% reimbursement less non-refundable fees. Please check the WGTC Calendar for refund dates.

Any student who has not arranged payment for courses through personal means, financial aid, or the NelNet Payment Plan Option (please see the 'NelNet Payment Plan Option' section of the catalog for more information) will be dropped from all courses at the end of the third instructional day of the term. Students can arrange payments and be added back to class up to the fifth instructional day of the semester.

## Withdrawing From a Course or Courses

Students who withdraw (or are withdrawn) from a course or courses after the third instructional day of the term will be charged for the course(s) from which they are withdrawn. Students withdrawing from courses starting with the fourth instructional day of the term through 60% of the term (see WGTC Academic Calendar for specific dates) will receive a grade of 'W' in those courses. Students withdrawing from courses after 60% of the term has been completed will be assigned a grade of 'F' for those courses.

Students who do not follow proper procedures to withdraw from a course (or courses), and simply stop attending class, will be withdrawn from the course by the instructor after the instructor has made attempts to contact the student. The effective date for withdrawal will be the last date of an academically related activity if known or the mid-point of the payment period or period of enrollment.

Students withdrawing from the last course on their schedule or all classes, should refer to "Complete Withdrawal From The College." Students withdrawing from a course (or courses), but not an entire schedule, should complete the online withdrawal form on the WGTC website or obtain a hardcopy form from the Wiregrass Georgia Technical College website, the Office of the Registrar, Advising Centers, or the Student Navigator. Forms should be filled out in their entirety and returned to the Office of the Registrar. Students are encouraged to meet with a Financial Aid Officer to determine how withdrawing from courses will affect their current and future financial aid awards.

## Pre/Co-Requisite Errors and Withdrawing From Courses

A student who chooses to withdraw from a course, or is being withdrawn from a course by the College, may be subject to having other courses removed from his/her schedule. If the course from which the student is being withdrawn is a pre/co-requisite to another course on the student's schedule, the student will be withdrawn from the other course at the same time.

## Complete Withdrawal from the College

Students withdrawing from all courses after the third instructional day of the term should complete the online withdrawal form on the WGTC website or obtain a hardcopy form from the WGTC website, the Office of the Registrar, the ARC, or the Student Navigator. Before submitting the completed hardcopy form to the Office of the Registrar, the student should contact:

- Advisement and Retention Center (ARC)– Students should first contact the ARC and speak with a counselor.
- There may be resources available to help students remain enrolled in some or all of their classes.
- Office of Financial Aid – If the student still wishes to withdraw, the next step is to contact the Office of Financial Aid to see how the withdrawal will affect current and future financial aid awards.
- If after speaking with the ARC and financial aid staff the student makes a final decision to withdraw from school completely, the student should return the Withdrawal Form to the Office of the Registrar.

## Military Withdrawals - National Emergencies

In the event of a military emergency, whereby a student who in the Armed Services, the National Guard or an Armed Forces reserve is activated or otherwise called to duty and as a result may no longer attend class(es), Wiregrass Georgia Technical College is authorized to allow the student to elect one of the following options. Documentation of such military
service must be provided to the Office of the Registrar from an appropriate military official.

- The student may choose to withdraw from WGTC for the semester. With this option, the student's record will reflect no enrollment for the semester. No grades of any type will appear on the student's transcript, and all tuition and fees shall be refunded excluding the application fee. Title IV funds shall be returned in accordance with federal regulations.
- The student may choose to receive appropriate letter grade(s) and receive any applicable refunds. With this option, courses will be calculated as attempted courses for HOPE purposes.

# Grade Reporting and Grading System

## Grade Reports

Grade reports can be accessed by authorized users via myBanweb. 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 a Dean of Academic Affairs or Executive Vice President for Academic Affairs whereby corrective steps may be taken to assure quality training. At the end of each semester, the achievement of each student is reported using the following system of grade assignment:

| | |
|---|---|
| A (4) | Excellent 90-100 |
| B (3) | Good 80-89 |
| C (2) | Average 70-79 |
| D (1) | Below Average 60-69 |
| F (0) | Failure 0-59 |
| I | Incomplete |
| IP | In-Progress |
| W | Withdrawn (by midterm) |
| AU | Audit – no credit earned |
| TRA | Transfer Credit |
| TRB | Transfer Credit |
| TRC | Transfer Credit |
| AC | Articulated Credit |
| TRM | Transfer Credit (Military) |
| EXP | Credit by Exemption (Portfolio) |
| EXE | Credit by Exemption (Exam) |

A grade of "I" (incomplete) may be issued to any student not completing all required coursework by the end of the semester, upon approval from the course instructor and program Dean. If the incomplete "I" is not removed before the midpoint of the following semester, it will be recorded as a failure "F" on the student's official transcript. Student must see their advisor for more information as certain programs are excluded or require a quicker completion. A grade of "I" may prohibit a student from registering for specific courses for the next term due to not meeting prerequisite requirements.

A grade of “IP” (in-progress) indicates the course continues beyond the end of the semester. The final grade is reported at the end of the following semester. A grade of “IP” may prohibit a student from taking specific courses during the next term due to not meeting prerequisite requirements. An “IP” may be issued upon approval of the program Dean.

A grade of “W” indicates the student withdrew prior to 60% of the course(s).

A grade of “AU” indicates the student audited the course. Students are permitted to audit a course or program, and attend classes, without meeting all admission requirements for the course or program. Students will not receive credit for an audited course. Students are required to meet prerequisite requirements for courses or obtain a waiver from the Dean overseeing the course.

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.

## Academic Grade Appeal

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 semester 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 Executive 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 Executive Vice President for Academic Affairs is final.

## Work Ethics

The Technical College System of Georgia and WGTC believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Learning outcomes for this work ethic model are included in each program. By including work ethic learning outcomes, each program teaches and assesses the 10 work ethic traits. A system to evaluate “work ethics” in each credit course has been developed. Work ethics grades (3,2,1,0) are earned in each completed credit hour course and are included on the student’s permanent record and transcript. WGTC adheres to the work ethic grading policy as stated below. The list of work ethics characteristics includes:

- Attendance: Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
- Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
- Teamwork: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.
- Appearance: Displays appropriate dress, grooming, hygiene, and etiquette.
- Attitude: Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.
- Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.
- Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.
- Communication: Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.
- Cooperation: Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.
- Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.

Work Ethics Rating Scale:
3 = Exceeds Expectations
2 = Acceptable
1 = Needs Improvement
0 = Unacceptable

# Grade Point Average

## Semester Grade Point Average

The Semester Grade Point Average (SGPA) is the average calculated on all credit courses taken each semester 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 semester to include the currently completed semester'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.

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

A = 4 Quality Points
B = 3 Quality Points
C = 2 Quality Points
D = 1 Quality Point
F = 0 Quality Points

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 semester to obtain the semester grade point average (GPA).

Courses receiving grades "I, IP, W, TR, AC, AU, or EX" are not included in the GPA calculation.

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

# Academic Progress and Standing

Students attending Wiregrass Georgia Technical College are expected to meet certain academic standards. These standards stress the importance of successful performance by students to maintain good standing with the College. Students shall be made aware of the specific WGTC requirements for maintaining Good Academic Standing, Satisfactory Academic Progress (Financial Aid), and the required qualifications for graduation. Academic standing is reflected each term on the student's transcript.

## Academic Good Standing

Students are considered to be in good standing if they maintain a cumulative grade point average (GPA) of 2.0 or higher. Students on academic warning may also return to good standing, regardless of cumulative GPA, upon earning a semester grade point average of 2.0 or higher. Academic standing determinations are made at the end of each semester.

## Academic Warning

The first time a student earns a semester grade point average of less than 2.0 and also has a cumulative grade point average of less than 2.0, he/she will be placed on academic warning. To be removed from academic warning, a student must earn a semester grade point average of 2.0 or higher during the next semester of attendance. A student who does not achieve a semester grade point average of 2.0 or higher while on academic warning will be placed on academic probation.

## Academic Probation

A student previously placed on academic warning who earns a semester grade point average of less than 2.0 will be placed on academic probation. Students remain on academic probation until they earn a cumulative grade point average of 2.0 or better. Students will receive notification via student email that they have been placed on academic probation.

## Academic Dismissal

A student on academic probation whose semester and cumulative grade point averages are less than 2.0 will be placed on academic dismissal. Students on academic dismissal are required to sit out for one semester. 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 who are dismissed due to academic misconduct are subject to disciplinary sanctions as outlined in the Student Conduct code and will be required to meet with the Vice President for Enrollment Management, or appropriate designee, prior to applying for re-admission. Students who are on academic dismissal will not be allowed to graduate.

Students must additionally comply with the satisfactory progress requirements for Title IV eligibility according to 20 U.S.C 1091(d), Sec. 668.34 and other college policies regarding financial aid.

To return to WGTC after an academic dismissal, a student must meet with an Advising and Retention Center Advisor during the dismissal term to create a plan for academic success. The student is required to follow all imposed sanctions upon returning to the College. An example of an imposed sanction may require the student to complete the CareerScope aptitude and interest assessment, or complete the College Success (COLL 1010) course.

A student who is approved to return to WGTC after an Academic Dismissal will be placed on Academic Probation his/her first term back. The student is required to earn a semester grade point average of 2.0 or higher in order to continue to the next semester. He/she will remain on academic probation until obtaining a cumulative grade point average of 2.0 or higher in order to achieve good academic standing.

# Honors Lists

## President's List

Students who complete 12 or more credit hours (with no grades of "I" or "IP") in a semester, and achieve a 3.8 or better grade point average will be designated as honor roll students and will be recognized on the President's List.

## Dean's List

Students who complete 12 or more credit hours (with no grades of "I" or "IP") in a semester, and achieve a 3.5 to 3.79 will be designated as honor roll students and will be recognized on the Dean's List.

## Graduation and Commencement

To be eligible for graduation, students must have completed all college/program requirements satisfactorily and cannot be on Academic Dismissal. All occupational classes must be completed with a "C" or better and must have a graduation GPA of at least 2.0. All general education core courses must be completed with a "D" or better. Students enrolled in Allied Health programs must complete general education core courses with a "C" or better. Transfer credit for up to 75 percent of a program of study may be applied toward graduation. All pre-requisite courses must be completed with a "C" or better. All financial obligations to the college must be met prior to graduation and any holds cleared.

Students who have met all program requirements with an overall program graduation GPA of 3.5 or better will be designated as honor graduates. Degree, diploma, and technical certificate students designated as honor graduates will be recognized in the commencement program and wear gold honor cords during the commencement ceremony.

It is the responsibility of the student to apply for graduation. Applying for graduation is free. Graduation application forms may be found in the Office of the Registrar, via student email announcements, and online at www.wiregrass.edu[47]. Students must complete all sections of the application for graduation, and submit all paperwork to the Office of the Registrar. Students should complete this form upon their last advisement session. A student must have enrollment within the last five years of the graduation term to receive an award. Students who choose to participate in commencement must complete the participation form and pay the $40 fee in the Bookstore.

Commencement exercises will be held for degree, diploma, and technical certificate candidates for graduation. The dates for commencement exercises will be announced and published on the college's website and through student email. Student participation in commencement exercises is strongly encouraged. There is a $40 fee for participation in the Commencement ceremony; however, there is no fee to apply for graduation.

## 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. Requests should be make through the student's my BannerWeb account https://bannerss.wiregrass.edu/ssomanager/c/SSB[48]. 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 have an outstanding balance or if there is a disciplinary hold on the transcript.

Wiregrass Georgia Technical College has retained Credentials Inc. to accept transcript orders over the Internet. Official transcripts may be requested by authorized users via the internet using your BanWeb account.

Unofficial transcripts may be viewed or printed by authorized individuals through the internet at https://bannerss.wiregrass.edu/ssomanager/c/SSB[48].

## Record Retention

Documents shall be held for no less than five (5) years after the graduation of the student or the date of the student's last attendance. Records for students who apply but never attend will be held for no less than three (3) years after application term.

# Advisement and Retention 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 term of enrollment through graduation. The Academic Success department is designed to support these goals by 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 through the Advisement and Retention Center (ARC), Tutoring Center, and Distance Education Center. Services offered through these include career counseling, career assessment, pre and post-placement test remediation, tutoring services, study skills assistance, email and BanWeb training, technical assistance with Blackboard, and general problem resolution assistance.

# The ARC: An Advising and Retention Center for Students

It is imperative that students choose a career path well-suited to them and that they receive the support they need to succeed academically, from their initial semester of enrollment through graduation. The ARC 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 certificate, diploma or degree.

## Career Assessment & Counseling

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, GCIS, and gafutures.

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 Georgia Career Information System (GCIS)
- In-depth program information provided through meetings with program coordinators or other instructors
- Career assessment (interest and/or aptitude testing)

## Tutoring Center

Any student experiencing academic difficulties in math, English, or entry level computer courses may receive tutoring services free of charge. For information on tutors' schedules, students may contact the Tutoring Center. No appointment is necessary for tutoring. Students also have access to free online tutoring 24/7 through tutor.com. Access to tutor.com is available through myCampus and BBLearn.

## Assistance to Students on Academic Warning, Probation, and Dismissal

Students who are experiencing difficulties resulting in Assistance to Students on Academic Warning, Probation, and Dismissal are referred to The ARC for assistance. ARC staff will meet with students to discuss issues that contributed to their academic problems. Meeting with ARC staff and developing a plan to address academic issues can place a student on the path towards success.

## BanWeb and Student Email Training

WGTC utilizes Banner (used by staff and some faculty) and BanWeb (used by some faculty and all students) as its databases to record and manage demographic information, schedules, grades, and other academic information related to each student. Learning to use BanWeb effectively will allow students to review their transcripts, check on their financial aid status and manage other aspects of their student record. Free training on college resources and on student email, the primary form of communication between the college and its students, is available in The ARC on each campus. College resources include, but are not limited to Banner Mobile, myconnect, and mynavigate.

# Support Services

# 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. Students who self-disclose that they meet special population criteria are notified of support services through a variety of media, including mail-outs, text messages, student e-mail, flyers, and on-campus television announcements. Support services include Lunch and Learn sessions, connections groups, and counseling opportunities.

## Lunch and Learn

Lunch and Learn sessions are offered free of charge to currently enrolled special populations students and are designed to help attendees build a range of skills such as financial management and planning, nutrition basics, study skills, stress management, and parenting skills. Sessions are generally offered at noon and last approximately 50 minutes. Lunch is provided. Flyers, social media and other announcements notify students of upcoming events. Sessions are offered on all campuses on a regular basis and are organized by the Special Populations Department.

## Connections Sessions

Connections sessions for specific special populations are offered at regular intervals. Students in special populations groups are notified via e-mail of connections group opportunities for their category. These sessions allow individuals the opportunity to meet and share with others who may have similar interests and/or face similar challenges.

## 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, students must self-disclose, request accommodations, and provide 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, reasonable 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 students' documentation and a personal interview, an accommodation plan is developed by the Special Populations Department. Accommodations may include, but are not limited to the following:

- Assistive technology (e.g. magnification software, hearing amplification devices, electronic readers)
- Extended time for 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)
- Note takers
- 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 Department.

## Substance Abuse Awareness/Counseling Referrals

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 seeking
referrals should contact the Special Populations Department. If the Coordinator is not available, students may contact the Vice President for Enrollment Management or Dean of Student Affairs. Additionally, students who are enrolled in the Commercial Truck Driving program, or the College/Career Success Skills (COLL 1010) course, are required
to complete online modules for drug and alcohol awareness and sexual assault prevention as part of their requirements for graduation.

## Personal Counseling

Personal counseling is offered free of charge to all currently-enrolled students. Wiregrass Georgia Technical College has a collaborative agreement with Valdosta State University's Marriage and Family Therapy Program whereby their graduate interns provide private confidential counseling sessions to students enrolled at WGTC. Students on all campuses
may contact FamilyWorks at (229) 219-1281 and identify themselves as WGTC students to arrange for free counseling sessions at FamilyWorks on the VSU campus. Students may also be referred to outside agencies for counseling. Please contact the Special Populations Department.

## Career Placement and Follow-Up

The purpose of the Career Services office at Wiregrass Georgia Technical College is to assist current students and graduates in obtaining gainful employment in their field of study or other chosen area. The Career Services office partners with business and industry to provide information about available job openings in the community. These job opportunities are displayed in the Career Services office, shared with faculty, students, and graduates.

The Career Services office use NACElink Career Services Manager Jobs Link System by Symplicity for job postings. Students may register for Career Services assistance and information about job openings by completing a profile at https://www.wiregrass.edu/academic-support-services/career-services.[49]

The Career Services office now offers a new online career services software program for our students, alumni, and employers. The NACElink CSM Jobs Link system allows employers to post their own job openings and students and students/alumni to apply for these job openings directly in the system by completing a profile.

To sign up, please visit https://www.wiregrass.edu/academic-support-services/career-services[49].

The Career Services office also provides assistance with resume preparation and interviewing skills, arranges for employers to visit campuses, hosts job fairs and workshops, and conducts follow-up with graduates to assist in job placement. All students and graduates are encouraged to contact the Career Services office for assistance.

# 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, all students are strongly encouraged to participate in one or more of several student professional organizations supported by the college.

# 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 the Association of Surgical Technologists (AST). Its leadership consists of club officers and a club 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).

## 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.

## SkillsUSA

SkillsUSA is a professional student organization that consists of students from technical trades, 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.

## 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.

## 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.

## Student Government Association

Student Government Association (SGA) is a representative body of students composed of student representatives 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 SGA Constitution, and led by a staff of elected student officers, SGA voices students' issues concerning school policy, rules, and practices. SGA also provides activities which are open to the entire student body each semester. By assisting other student organizations, SGA is able to serve the
WGTC student population. Georgia Student Government Association has a national affiliation with the American Student Government Association.

## Student Veterans of America (SVA)

The mission of SVA is to provide military veterans with the resources, support, and advocacy needed to succeed in higher education and following graduation. SVA is a coalition of student veterans groups on college campuses across the globe. These member chapters are the "boots on the ground" that help veterans reintegrate into campus life and succeed academically. SVA is open to both veterans, and non-veterans who would like to be supportive of veterans. SVA's leadership consists of club officers and faculty advisors.

## Wiregrass Georgia Tech Collegiate Fellowship (WGCF)

All Wiregrass Georgia Technical College students are invited to join and participate in the activities of the WGCF. The purpose of the organization is to provide members with opportunities to grow, learn, and develop in Christian faith and fellowship. WGCF 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.

## Wiregrass Health Information Technology Students (WHITS)

Wiregrass Health Information Technology Students (WHITS) promotes awareness of the profession and educates the community about Health Information Technology. Through WHITS, students support each other and network with HIT professionals to gain career and educational insight by attending South Georgia Health Information Management Meetings. WHITS brings awareness of HIT to others through its participation in community and College events.

Student meetings or assemblies on campus must be approved by the President or appointed representatives.

# General Policies and Procedures

# Wiregrass Georgia Technical College Student Conduct Code

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of
this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech as provided b the First Amendment to the Constitution of the United
States of America.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, WGTC will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by WGTC whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Wiregrass Georgia Technical Colleges must provide opportunities for intellectual, emotional, social, and physical growth. WGTC students assume an obligation to act in a manner compatible with the fulfillment of the mission. The WGTC community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

Generally, Wiregrass Georgia Technical College jurisdiction and discipline shall be limited to conduct which occurs on WGTC premises, off-campus classes, activities or functions sponsored by WGTC, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the Wiregrass
Georgia Technical College Community and/or the pursuit of the Technical college's objectives.

Any Wiregrass Georgia Technical College student, acting individually or in concert with others, who violates any part of the Student Conduct Code, shall be subject to disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure. If and when it is necessary to discipline students to maintain safety, order, discipline, and other educational
process, the instructor of the training area may refer any person from the training area to the appropriate administrative office. In doing so, the instructor will identify the reason for the referral. When any student has been instructed to leave the instructional area due to unruly or disruptive behavior, the Executive Vice President for Academic Affairs must be
notified immediately. No student will be allowed to return to the instructional area until counseling and/or disciplinary action has been taken.

### Academic Misconduct

Academic Misconduct includes, but is not limited to, the following:
1. Aiding and Abetting Academic Misconduct – Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.

2. Cheating

- Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade taken by another person.
- Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

3. Fabrication – The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism

- Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

## Non-Academic Misconduct

1. Behavior

- Indecent Conduct: Wiregrass Georgia Technical College prohibits lewd, or indecent conduct, or distribution of obscene or libelous written or electronic material.
- Violence: Wiregrass Georgia Technical College prohibits physical abuse of any person (including dating violence, domestic violence or sexual violence) on the college premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any violence or threat of action which endangers the peace, safety, or orderly function of the college, its facilities, or persons engaged in the business of WGTC. Note: Certain physical abuse may also be considered unlawful harassment.
- Harassment: Wiregrass Georgia Technical College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The WGTC also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to

pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.
- Disruption: Wiregrass Georgia Technical College prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings or other technical college activities, including public service functions and other duly authorized activities on technical college Premises or at technical college-sponsored activity sites.
- Failure to Comply: Failure to comply with lawful directions of Wiregrass Georgia Technical College officials and/ or failure to identify oneself to these persons when requested to do so.

2. Professionalism – Personal Appearance

- Please refer to the “Dress Code” portion of this catalog.

3. Use of Technical College Property

- Theft and Damage: Wiregrass Georgia Technical College prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college Premises or at a technical college function.
- Occupation or Seizure: Wiregrass Georgia Technical College prohibits illegal occupation or seizure in any manner of technical college property, a technical college Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- Presence on Wiregrass Georgia Technical College Premises: Wiregrass Georgia Technical College prohibits unauthorized entry upon technical college Premises; unauthorized entry into technical college Premises or a portion thereof which has been restricted in use; unauthorized presence in technical college Premises after closing hours; or furnishing false information to gain entry upon technical college Premises.
- Assembly: Wiregrass Georgia Technical College prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the
- United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.
- Fire Alarms: Wiregrass Georgia Technical College prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college Premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a WGTC official.
- Obstruction: Wiregrass Georgia Technical College prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college Premises or at technical college sponsored or supervised functions.
- Refer to Wiregrass Georgia Technical College Parking Policy and Regulations.

4. Drugs, Alcohol, and Other Substances

- Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter). Please refer to the “Drug-Free Campus” section of this catalog for more information.
- Alcohol: Georgia Law and Wiregrass Georgia Technical College prohibit possession or use of alcoholic beverages on technical college Premises unless used for educational purposes or for a religious ceremony. Alcohol is also prohibited by WGTC at technical college-sponsored or supervised functions unless permitted by the technical college President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a technical college business conference center capable of accommodating more than 200 persons or (2) at an off-campus facility and all provisions of the State Board of the Technical College System of Georgia Policy II.C.6. must be followed. The technical college further prohibits students being in a state of intoxication on technical college Premises or at

technical college-sponsored or supervised functions (including off-campus functions) or in a Wiregrass Georgia Technical College-owned vehicle.

- Controlled substances, illegal drugs, and drug paraphernalia: Wiregrass Georgia Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- Food: Wiregrass Georgia Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on WGTC Premises, unless otherwise permitted by WGTC officials.
- Smoking/Tobacco: Wiregrass Georgia Technical College prohibits smoking, electronic, alternative smoking devices, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on WGTC Premises.

5. Use of Technology

- Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to Wiregrass Georgia Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.
- Electronic Devices: Unless otherwise permitted by Wiregrass Georgia Technical College Officials, the college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on college premises. Such devices include, but are not limited to, cell phones, beepers, walkie-talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. Wiregrass Georgia Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.
- Harassment: The Wiregrass Georgia Technical College prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.
- Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or Wiregrass Georgia Technical College official. This includes the unauthorized use of another individual's identification and password. Wiregrass Georgia Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy. Please see the "Computer Use Policy" section of this catalog for more information.

6. Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

- O.C.G.A.§ 16-8-12(a)(6)(A)(iii)
- O.C.G.A.§ 16-11-127.1
- O.C.G.A.§ 16-7-80
- O.C.G.A.§ 16-11-129
- O.C.G.A.§ 16-7-81
- O.C.G.A.§ 16-11-130
- O.C.G.A.§ 16-7-85
- O.C.G.A.§ 16-11-133
- O.C.G.A.§ 16-11-121
- O.C.G.A.§ 16-11-135
- O.C.G.A.§ 16-11-125.1
- O.C.G.A.§ 16-11-137
- O.C.G.A.§ 16-11-126
- O.C.G.A.§ 43-38-10

- O.C.G.A.§ 16-11-127

7. Gambling
The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

8. Parking
Wiregrass Georgia Technical College prohibits violation of regulations regarding the operation and parking of motor vehicles on or around WGTC premises.

9. Financial Irresponsibility
The Technical College System of Georgia prohibits failure to meet any and all financial obligations to Wiregrass Georgia Technical College. All tuition and fees must be paid prior to the published deadline.

10. Violation of Technical College Policy
Violation of published Technical College System of Georgia or Wiregrass Georgia Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.

11. Aiding and Abetting
Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

12. Falsification of Documentation
Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the Technical College either to the Technical College or to others in the community, including, but not limited to falsification of: Technical College transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the Technical College; Technical College report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any Technical College employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the Technical College or records related to any clinical, internship or other academic activity associated with the Technical College.

13. Violation of Law

- If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to Wiregrass Georgia Technical College's vital interests and stated mission and purpose.
- Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a
  violation of the Student Code of Conduct if both violations result from the same factual situation, without
  regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- When a student is charged by federal, state, or local authorities with a violation of law, Wiregrass Georgia
  Technical College will not request or agree to special consideration for that individual because of his/her
  status as a student. Wiregrass Georgia Technical College will cooperate fully with law enforcement and other
  agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for
  the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to
  interact with governmental representatives as they deem appropriate.

14. Abuse of the Student Judicial Process

- Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board, or Technical College Official.
- Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Initiating a judicial proceeding knowingly without cause.
- Attempting to discourage an individual's proper participation in, or use of, the judicial process.
- Attempting to influence the impartiality of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, and/or during the course of, the judicial proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, during, and/or after a judicial proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.

## Student Disciplinary Procedure

A. Filing a Complaint
1. Any person may file a complaint with the Vice President for Enrollment Management or his/her designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Enrollment Management or his/her designee.

2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the Wiregrass Georgia Technical College President.

3. Investigation and Decision

- Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Enrollment Management or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President for Enrollment Management or his/her designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
- The student shall have 5 business days from the date contacted by the Vice President for Enrollment Management or his/her designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Enrollment Management or his/her designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Enrollment Management or his/her designee will consider the available evidence without student input and make a determination.
- In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- If the Vice President for Enrollment Management or his/her designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Enrollment Management or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions
Based on the severity of the incident, the Vice President for Enrollment Management or his/her designee may take one of two actions:
1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Enrollment Management or his/her designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

- Restitution – A student who has committed an offense against property may be required to reimburse the Wiregrass Georgia Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
- Reprimand – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the Wiregrass Georgia Technical College community, and that any further violation may result in more serious sanctions.
- Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent Wiregrass Georgia Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
- Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
- Failing or lowered grade – In cases of Academic Misconduct, the Vice President for Enrollment Management or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

2. After a determination that a student has violated the Student Code of Conduct, the Vice President for Enrollment Management or his/her designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Enrollment Management's recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

- Disciplinary Suspension – If a student is suspended, he/she is separated from Wiregrass Georgia Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
- Disciplinary Expulsion – Removal and exclusion from Wiregrass Georgia Technical College, WGTC controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Enrollment Management or his/her designee. Students who have been dismissed from WGTC for any reason may apply in writing to the Vice President for Enrollment Management for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Enrollment Management or his/her designee.
- System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

3. Violation of Federal, State, or Local Law

- If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Wiregrass Georgia Technical College's vital interests and stated mission and purpose.
- Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- When a student is charged by federal, state, or local authorities with a violation of law, Wiregrass Georgia Technical College will not request or agree to special consideration for that individual because of his/her status as a student. WGTC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the

rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

4. Interim Disciplinary Suspension – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Enrollment Management or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the WGTC community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

5. Conditions of Disciplinary Suspension and Expulsion

- A student who has been suspended or expelled from Wiregrass Georgia Technical College shall be denied all privileges afforded a student and shall be required to vacate college premises at a time determined by the Vice President for Enrollment Management or his/her designee.
- In addition, after vacating WGTC premises, a suspended or expelled student may not enter upon the college premises at any time, for any purpose, in the absence of written permission from the Vice President for Enrollment Management or his/her designee. A suspended or expelled student must contact the Vice President for Enrollment Management or his/her designee for permission to enter the college premises for a limited, specified purpose.
- If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Enrollment Management or his/her designee must accept the form by mail or fax if he/she refuses the student's request to enter the college premises for that specified purpose.
- A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Enrollment Management or his/her designee for a student to enter the college premises for the duration of that hearing.

C. Mediation
1. At the discretion of the Wiregrass Georgia Technical College President the college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

D. Hearing/Appeals Procedure
1. A student who wishes to appeal a disciplinary decision by the Vice President for Enrollment Management or his/her designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the Wiregrass Georgia Technical College President's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

2. If the Vice President for Enrollment Management or his/her designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Enrollment Management. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the WGTC President or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the WGTC President and the Vice President for Enrollment Management in writing of the Hearing Body's decision. The WGTC President or his/her designee will notify the student in writing of the Hearing Body's decision.

4. If the student appeared before the Hearing Body to appeal the Vice President for Enrollment Management or his/her designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.

5. If the student appeared before the Hearing Body after the Vice President for Enrollment Management or his/ her designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the Wiregrass Georgia Technical College President.

6. If entitled to an appeal to the WGTC President, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.

7. The President of Wiregrass Georgia Technical College or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The WGTC President or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the WGTC President or his/her designee shall be final and binding.

## Campus Security

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 of each year. The report is available online, from the Campus Police Department, or by calling 229-468-2241.

The approach to campus security is service-oriented and multi-purposed. The primary focus is to protect life and property. In addition, the 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 security information is given out each semester at student orientation. In addition, faculty and Student Government Association 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.

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 in or employed by institutions of higher education. Information concerning registered sex offenders may be obtained from the local Sheriff's office and by searching the Georgia Bureau of Investigation web site at www.ganet.org/gbi/sorsch.cgi, or at the Welcome Center desks on each campus of the college.

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. A Vice President, Associate Vice President, the Executive Vice President, 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 Welcome Center Assistant 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, etc). Emergency procedures and the 911 emergency numbers are posted in all areas of the college.

All staff members at Wiregrass Georgia Technical College 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.

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.

## Incident Report, Statistics, and Other Notifications

Wiregrass Georgia Technical College reports all violations of federal, state, and local laws to the following offices for appropriate action:, Ben Hill County Sheriff's Department, Irwin County Sheriff's Department, Coffee County Sheriff's Department, Cook County Sheriff's Department, Douglas Police Department, Lowndes County Sheriff's Department, and MAFB 23rd Security Forces Squadron. Officers are dispatched to investigate all reports. Law enforcement reports applicable to incidents on campus are obtained and are on file in the Campus Police Department office on each campus.

Crime statistics are kept by the Wiregrass Georgia Technical College Campus 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, aggravated assault, burglary, domestic violence, dating violence, stalking, arson, weapons (carrying and possession), 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.

## College Liability

Students are responsible for equipment, books, personal articles, and materials brought onto campus. Wiregrass Georgia Technical College will not be liable for any personal items that are stolen or broken while on campus, including vehicles that may be brought in for repair. Suspected thefts should be reported to the Campus Police Department office on each campus.

## 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 screens. 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 for Administrative Services and also the Campus Police Department. All violations should be reported as follows: student violations should be reported to the Vice President for Enrollment Management; employee violations should be reported to the Executive Director of Human Resources; all violations, student or employee, should be reported to the campus Police Department.

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.
- 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 ten 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:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or reentry
   programs that are available for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

## Student Drug/Alcohol Screenings and Criminal Background Checks

Students participating in programs which require visits to clinical sites, internships, practicums, or on-the-road experience may be required to submit to a drug/alcohol screening and/or criminal background check. The screening process will depend on the individual program. Students in these programs are subject to random screenings throughout the duration of the program. Review the program section of the WGTC Student Catalog or the WGTC website for more detailed information.

Students enrolled in many of the Allied Health programs at Wiregrass Georgia Technical College are required to complete drug screening and national criminal background checks. Students entering their program of study must have a national criminal background check and drug and alcohol screen completed prior to the beginning of clinical rotations at the designated clinical facility. A positive drug screen or criminal background report may prevent the student from participating in clinical rotations and a grade of W (Withdrawal) will be assigned to the course. IMPORTANT: All drug screens and criminal background checks must be completed and results reported prior to MIDTERM in order to issue a W grade for students. Students are responsible for all fees associated with the drug and alcohol screening and criminal background checks. If additional random/non-random drug/alcohol screens or criminal background checks are requested by the College or the clinical facility based on questionable actions, behavior, or as part of an additional drug screening, students will assume the costs for all fees associated with the additional drug and alcohol screening.

## Intellectual Property

The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment.

Intellectual property includes, but is not limited to, any copyrightable subject matter or material(s), patentable inventions, online courses, computer software or materials, or works of art that might be normally developed on a proprietary basis. Intellectual property also includes the common meaning, definition and description of intellectual property as established by the Copyright Act (Title 17 of the United States Code). Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc., are “intellectual property.”

Unless otherwise provided in a separate agreement, the College owns all rights to a copyrightable or patentable work created by the employee or student with College support. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership resides with the employee or student if the following criteria are met:

- The work is the result of individual initiative, not requested or required by the College.
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the College.
- The work is not prepared within the scope of the employee's job duties or course/program requirements.
- The work is not completed using equipment or resources provided by the College.

Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:

- The work is prepared within the scope of the employee's job duties or course/program requirements.
- The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the College.
- The development of the work involved facilities, time, and/or other resources of the College including, but not limited to, released time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
- Ownership refers to a legally binding agreement specifying the named party or parties to whom the intellectual property belongs and who will be attributer as the owners of the intellectual property in the general public.
- College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

## 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
TCSG System. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on Wiregrass Georgia Technical College-based computers to be private. Electronic messages and files stored on WGTC-based computers shall be treated like other WGTC 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, TCSG System and technical college officials shall cooperate with law enforcement officials who are properly authorized to search System and technical college computers and computer systems.

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

The following uses of WGTC-provided computers, networks and Internet access are not permitted:

- To create, access or transmit sexually explicit, obscene, or pornographic material;
- To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
- To violate any local, state or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's password, materials, information, or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
- To knowingly endanger the security of any System or Technical College computer or network;
- To willfully interfere with another's authorized computer usage;
- To connect any computer to any of the System or Technical College networks unless it meets technical and security standards set by the System;
- To create, install, or knowingly distribute a computer virus, rootkit, keystroke logger, "Trojan horse," or other surreptitiously destructive program on any System or Technical College computer or network facility, regardless of whether any demonstrable harm results; and
- To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization.
- To conduct unauthorized not-for-profit business activities;
- To conduct any activity or solicitation for political or religious causes;
- To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and
- To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.
- To capture and/or record network traffic without authorization

Users of Wiregrass Georgia Technical College computers and computer systems are subject to the System's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the student. When and where applicable, law enforcement agencies may be involved. For more information on acceptable computer and internet usage, please visit the Technical College System of Georgia State Board Policy and Procedures Manual – II. C. 4. Acceptable Computer and Internet Use.

## Higher Education Opportunity Act (HEOA) Disclosure Statement

Unauthorized Distribution of Copyrighted Materials is Against Federal Law

The unauthorized copying and distributing of copyrighted materials, including, but not limited to peer-to-peer (P2P) file sharing, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for Copyright Infringement include Civil and Criminal Penalties

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov[50], especially their FAQ's at www.copyright.gov/help/faq[51].

Unauthorized Distribution of Copyrighted Materials is Prohibited by TCSG Policy

TCSG State Board Policy II.C.4 prohibits the unauthorized distribution of copyrighted materials via TCSG systems or networks. Maximum penalties under Georgia Law are a $50,000 fine and 15 years of imprisonment, plus civil liability in addition to the potential federal penalties listed above.

Legal Alternatives for Downloading or Otherwise Acquiring Copyrighted Materials

For a list of legal alternative sites for downloading copyrighted materials please visit https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/legal-sources-onli[52].

# Dress Code

It is expected that students will dress appropriately at all times while at the college. Dress requirements will vary in the classroom, laboratory areas, and clinical sites. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Students shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols where the effect thereof is to detract unreasonably the attention of other students or otherwise to cause disruption or interfere with the operation of the college. Any full-time faculty or staff member has the authority to determine if the particular mode of dress results in disruptions or interference.

In order to have a standard against which students may be measured in preparation for employment in business and industry, a dress code is required as follows:

1. All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation. Students should select clothing for school wear that does not create a safety hazard in meeting their performance requirements of their courses.
2. Students will be required to conform to employer dress codes as may be required in cooperative education, internships, or clinical work sites.
3. Students must conform to any program uniform requirements. Instructors will be responsible for informing students of any special uniform, or safety equipment requirements. Allied Health students should refer to their department's handbook for specific uniform requirements.
4. Shirts will cover the midriff area. Halter tops, backless blouses, revealing neck lines and tank tops are not authorized.
5. Shoes must be worn at all times. Further, shoes worn in the laboratory areas will cover the entire top of the foot.
6. Shorts may be worn as long as they are in good taste, are consistent with the attire of the area of training received, and do not constitute a safety hazard to the student.
7. Allied Health students must wear the appropriate uniform to all classes and clinicals.

In addition to the specifics of the dress code enumerated above, students must wear their current Wiregrass Georgia Technical College ID badge so that it is visible at all times when they are on campus. Violators of the dress code and ID badge policy may be asked to leave campus and return with the proper attire and badge. Appeals will be in accordance with the Student Appeals Policy.

# Student Grievances General Policy

It is the policy of the Wiregrass Georgia Technical College to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This policy does not address grievances related to the unlawful harassment, discrimination and/ or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

# Student Grievances General Procedure

A. Informal Grievance Procedure: Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.

2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

B. Formal Grievance Procedure: where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Enrollment Management (VPEM) or his/her designee with the following information:

- Name,
- Date,
- Brief description of incident being grieved,
- Remedy requested,
- Signed, and
- Informal remedy attempted by student and outcome

2. If the grievance is against the VPEM, the student shall file the grievance with the Wiregrass Georgia Technical College President.

3. The VPEM, or his/her designee, will investigate the matter and supply a written response to the student within 15 business days.

4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful

5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student's procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

6. The VPEM, or his/her designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

C. Appeal: The student may appeal the decision from the VPEM or his/her designee to the WGTC President. Only the student has the right to appeal.

1. A student shall file a written appeal to the Wiregrass Georgia Technical College President within 5 business days of receiving the response referenced above.

2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.

3. At the sole discretion of the Wiregrass Georgia Technical College President, grievance appeals at WGTC may be held in one of the following two ways:

- The President may review the information provided by the student and administration and make the final decision; or
- The President may appoint a cross-functional committee to make the final decision.
- The decision of either the President or the cross-functional committee shall be make within 10 business days of receipt of the appeal.

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

Statement of Equal Opportunity

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 Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-40097 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.

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

Any violation or questions may be directed to any member of the Campus Equity & Compliance Team:

| Name and Title | Location |
|---|---|
| Shalonda Sanders, Title IX Coordinator (all campuses)<br>Executive Director for Human Resources | Valdosta Campus, Brooks Hall, Room 547<br>(229) 333-5356 or<br>shalonda.sanders@wiregrass.edu |
| Katrina Royal, Student ADA & Section 504 Coordinator (all campuses)<br>Special Populations Coordinator | Valdosta Campus, Berrien Hall, Room 107<br>(229) 333-2100 ext. 1236 or<br>katrina.royal@wiregrass.edu |
| Keren Wynn, Title IX Designee/Investigator<br>Vice President for Administrative Services | Valdosta Campus, Berrien Hall, Room 325<br>229) 333-2103 or keren.wynn@wiregrass.edu |
| Sabrina Cox, Title IX Designee/Investigator<br>Director of Distance Education | Coffee Campus, Room 145<br>(229) 468-2022 or sabrina.cox@wiregrass.edu |
| April McDuffie, Title IX Designee/Investigator<br>Associate Vice President | Ben Hill-Irwin Campus, Charles Harris Learning Center, Room 8102<br>(229) 468-2103 or april.mcduffie@wiregrass.edu |

To contact the Compliance Team, please send an email to campusequityandcompliance@wiregrass.edu.

For more information, please visit the Wiregrass Campus Equity & Compliance page at www.wiregrass.edu/hr/cect.php[53].

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or (800) 255-0056 from a TTY/TDD.

# Unlawful Harassment and Discrimination of Student Policy

It is the policy of the Wiregrass Georgia Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation. All students are expressly prohibited from engaging in any form of unlawful harassing, retaliating, discriminating, or intimidating
behavior or conduct. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion. All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner. WGTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any student or employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal or expulsion. Any student who knowingly makes a false charge of harassment/discrimination or retaliation, or any student who is untruthful during an investigation is guilty of misconduct and may be subject to disciplinary action, up to and including, dismissal.

A. Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information or disability and which:

1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

B. Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

C. Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

# Grievance Procedures: Unlawful Harassment and Discrimination of Students

The procedure listed below includes sexual harassment as well as forms of illegal discrimination as cited in the preceding Equal Opportunity Statement.

- All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation ("prohibited conduct") against themselves or others, regardless of where the incident occurred, within 90 days of the incident.

- Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported to Wiregrass Georgia Technical College's Title IX Coordinator, Section 504 Coordinator, or the Human Resources Director (should the complaint involve employees). If the grievance is against the Title IX Coordinator or ADA & Section 504 Coordinator, the student shall file the grievance in the Office of the President.
- As part of the initial meeting, the Coordinator or his/her designee shall present the student with a copy of the Student Grievance Procedure for information and reference, along with a complaint form. The student shall complete the complaint form outlining the nature of the complaint and other information relevant to the investigation.
- Both the complainant and the respondent shall be given the opportunity to present witnesses and evidence in support of their statements. The Title IX coordinator, ADA & Section 504 Coordinator, or designee shall investigate the complaint and supply a written response to the President, affected Vice President, affected supervisor, complainant and respondent within 45 calendar days of receiving the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
- A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure.
- If the grieved incident is closely related to an incident being processed through the student disciplinary procedure, that procedure shall take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
- *Note - Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The College shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.

## Appeals Procedures

To appeal Investigation Report findings submitted to the President:

- If either the complainant or respondent is dissatisfied with the response from the Investigator, he or she may request a meeting with the President of the college within five business days of receiving the investigation report.

To appeal a "no finding" determination made by the President:

1. If the complainant wishes to appeal the recommendation by the President that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within five business days of receiving notice of the President's recommendation.

2. The complainant must send the appeal by regular mail, facsimile, or email to the following:

Executive Director of Legal Services

1800 Century Place NE, Suite 400

Atlanta, Georgia 30345-4304

(404) 679-1615 (facsimile) / UnlawfulHarassment@tcsg.edu

3. The TCSG Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment, retaliation, and/or discrimination.

4. If the facts do support a finding of unlawful harassment, retaliation, and/or discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.

5. If the facts do not support a finding of unlawful harassment, retaliation, and/or discrimination, the matter will be closed.

6. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 15 business days of the receipt of the appeal by the Executive Director of Legal Services.

# Emergency Procedures

## Fire

The fire alarm will be activated in case of fire or fire drill. Students and all Wiregrass Georgia Technical College 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 Technical College 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 PA 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. Minor first aid kits are available in each department. Minor first aid can be provided when necessary. When medical care is needed due to an accident or injury caused while participating in a school-sponsored activity, student accident insurance covers 100% of Usual and Customary charges. Students may be directly liable to the provider(s) for any charges that exceed Usual and Customary amounts. When necessary, the instructor will call for emergency transportation. Ambulances will be called when required, but students will be billed for the cost of the ambulance. Dial 911 or other local emergency numbers.

### Emergency Closing

The President or his/her 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, student email, cable stations, WGTC website, and Facebook pages. Students, faculty, and staff who are utilizing the myConnect portal will also receive a text message notifying them of campus emergencies or campus closings.

### Active Shooter

In the event of an active shooter situation, all individuals should report to a “safe area” within their classrooms/labs or offices, turn off lights, and remain as quiet as possible. Remain in the secured “safe area” until notified by authorities. In the event escape or hiding is not an option, as a last resort and only if your life is in danger, fight. CODE BLACK is the college notification term used in an active shooter situation.

# Community Resources

# Economic Development

The purpose of the Economic Development Department at Wiregrass Georgia Technical College is to meet the training needs of businesses, industries, and individuals throughout the eleven-county service area. 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, childcare, 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 offers courses, workshops, seminars, and special events to meet the lifelong learning needs of the community. These non-credit educational offerings emphasize career development, personal growth, and cultural enrichment and are a significant educational service. Learning formats are designed to assist in updating present occupational skills and to teach new skills for current and projected job requirements. Course offerings may include but are not limited to those in the technical areas of electrical and advanced 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 on the WGTC campus, or courses can be delivered on site or at another location suitable for the type of training required. The cost for 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.

## Georgia Teacher Academy for Preparation and Pedagogy

The Georgia Teacher Academy for Preparation and Pedagogy (GaTAPP) program enables those individuals with a Bachelor's degree or higher to transition into the teaching profession through an alternative path; an associate degree is acceptable in certain CTAE areas. To be eligible for GaTAPP, the teacher candidate must have secured a provisional teaching position in a P-12 classroom. GaTAPP candidates will begin with a two-week summer course and take various courses/seminars throughout the school year. The non-credit certification program is conducted through extensive training, classroom observations, and field experiences. The program takes 1-3 years to complete all requirements for certification. Wiregrass is approved for the GaTAPP comprehensive path in all subject areas and began its first class on July 8, 2013. However, as an expert in technical and career education, Wiregrass is a leading GaTAPP provider for CTAE teachers and is the only technical college in the state of Georgia to be approved to offer the GaTAPP program.

Application, tuition, and more information can be found at: https://www.wiregrass.edu/academics/gatapp[54].

For more information, contact Patty Hancock, GaTAPP Coordinator, (229) 333-2100, Ext. 2130 or patty.hancock@wiregrass.edu.

## 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.

## 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 includes 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.

# Adult Education and GED

## Preparation Classes

Adult Education, English Literacy, Workplace Literacy, and GED® Preparation classes offered by Wiregrass Georgia Technical College are specifically designed for adults who have different 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 Reason Through Language Arts, 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 Language Learners (ELL) 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.

### 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 (GED®TS) of the American Council on Education (ACE) 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 four-parts covering the following subject areas: Reasoning Through Language Arts, Social Studies, Science, and Mathematics. Partial tests are administered throughout the month in day and evening sessions, with all four 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 Wiregrass Adult Education Department at (229) 333-2123 or (229) 468-2272.

For more information concerning Adult Education and GED® classes, contact the Valdosta Adult Education Department at (229) 333-2123 or the Ben Hill-Irwin Adult Education Department at (229) 468-2272 or GED® Testing at (229) 249-4821.

# Programs Directory

## TECHNICAL & INDUSTRIAL

### UNCATEGORIZED

Interdisciplinary Studies - AF53

### AIR CONDITIONING

Air Conditioning Technology - ACT2
Air Conditioning Repair Specialist - ACY1
Advanced Commercial Refrigeration - AC81
Air Conditioning Electrical Technician - ACK1
Air Conditioning Technician Assistant - AZ31

### AUTOMOTIVE

Automotive Transmission/ Transaxle Tech Specialist - AA71
Automotive Engine Performance Technician - AE51
Automotive Fundamentals - AF12
Automotive Chassis Technician Specialist - ASG1
Automotive Technology - AT14
Automotive Climate Control Technician - AH21
Auto Electrical/Electronic Systems Technician - AE41
Automotive Refinishing Assistant II - AP71 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

### CONSTRUCTION/MAINTENANCE

Carpentry Fundamentals - CF21
General Construction Assistant - GC41

### INDUSTRIAL/ELECTRICAL SYSTEMS

Mechatronics Specialist - AM11
Basic Mechatronics Technician - BM51
Electrical Maintenance Technician - EM81
Electrical Systems Technology - ES12 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SPRING 2019)
Electrical Technician - ET51
Industrial Systems Technology - IST4
Basic Mechatronics Specialist- MS41
Mechatronics Technology - MT23
Basic Electricity Technician - BE31
Industrial Electrician - IE41
Industrial Electrical Assistant - IE21
Commercial Electrical Construction Technology - CEC2
Commercial Electrical Construction Technology - CEC3
Programmable Control Technician - PC81
Residential Wiring Technician - RW21
Industrial Fluid Power Technician - IF11
Computer Engineering Technology - CET1
Electrical Systems Assistant - ESA1
Industrial Systems Fundamentals - IS61

### TELECOMMUNICATIONS

Cable Installation Specialist - CIS1
Telecommunications and Security Technology - TES2
Low Voltage System Installer - LV21
Low Voltage Electronic Safety and Security Technician - LVE1

### ELECTRICAL ENGINEERING

Electrical/Computer Engineering Technology - EE13
Engineering Technology - ET33
Engineering Technology Fundamentals - EF11

### MANUFACTURING

Certified Manufacturing Specialist - CM51
Dual Enrollment Manufacturing Maintenance Technician - MMM1
Dual Enrollment Manufacturing Production Assistant - MMP1

## MACHINE TOOL TECHNOLOGY

CNC Specialist - CS51
Precision Machining & Manufacturing (Previously Machine Tool Technology) - MTT2
Basic Machinist - BM31
Lathe Operator - LP11
Mill Operator - MP11
Metals Technician - ME31

## WELDING & JOINING TECHNOLOGY

Gas Metal Arc Welder - GM31
Gas Tungsten Arc Welder - GTA1
Dual Enrollment Basic Shielded Arc Welder- MB31
Dual Enrollment Flux Cored Arc Welder - MF61
Dual Enrollment Gas Metal Arc Welder - MGM1
Dual Enrollment Gas Tungsten Arc Welder- MGT1
Advanced Shielded Metal Arc Welder - OSM1
Welding & Joining Technology - WAJ2
Basic Shielded Metal Arc Welder - FS31
Pipe Welder - PW11

## AUTO COLLISION REPAIR

Advanced Auto Sheet Metal Custom Fabrication Technician - AA31 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Collision Repair Assistant I - AB51 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Collision Repair - ACR2 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Collision Repair Assistant II - AZ51 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Collision Mechanical/Electrical Helper - AH71 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Refinishing Assistant I - ARA1 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## DIESEL TRUCK MAINTENANCE

Diesel Truck Maintenance Technician- DTM1
Diesel Electrical/Electronic Systems Technician - DE11

## TECHNICAL STUDIES

Technical Studies - TS23

## BUSINESS EDUCATION

## UNCATEGORIZED

Early College Essentials - EC21
General Studies - Associate of Science - AB73

## ACCOUNTING & FINANCE

Accounting - AC12
Accounting - AC13
General Business - Associate of Science - AOS3
Accounting Clerk Assistant - AZ71
Payroll Accounting Specialist - PA61
Office Accounting Specialist - OA31

## BUSINESS TECHNOLOGY

Business Technology - BA22
Business Technology - BA23
Certified Customer Service Specialist - CC81
Microsoft Office Application Professional - MF41
Technical Specialist - TC31
Design and Media Production Technology - DEM2 (Effective Fall 2020)
Business and Customer Service Technology - BA21
Small Business Ownership - SBO1
Supervisor/Management Specialist - SS31
Entrepreneurship - EN11

## HEALTH INFORMATION TECHNOLOGY

Health Information Management Coding - HI12
Health Information Management Technology - HI13
Health Information Specialist - HMC1

## COMPUTER INFORMATION SCIENCE

Computer Programming - CP23
Computer Programming - CP24
Computer Support Specialist - CS14
Computer Support Specialist - CS23
Gaming Development - CSD3
Gaming Development - CSD4
Digital Media Technology (TV) - DMT2 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE FALL 2019)
Digital Media Technology (TV) - DMT3 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE FALL 2019)
Help Desk Specialist - HD41
Cybersecurity - IS12
Cybersecurity - IS23
Cybersecurity - IS81
Dual Enrollment Microsoft Network Administrator - MO11
Dual Enrollment Help Desk Specialist - MOH1
Networking Specialist - NS13
Networking Specialist - NS14
PC Repair and Network Technician - PR21
Video Specialist - VS21
Graphic Design Assistant - GDA1
Dual Enrollment CompTIA A+ Certified Preparation - MC51
Game Development - GD11
Web Site Design - IS64
Web Site Design - IS53
Graphic Design and Prepress Technician - GD21
Web Application Developer - IB71
Web and Mobile Application Development - WAM1
Design and Media Production Technology - DAM3 (Effective Fall 2020)

## BUSINESS MANAGEMENT

Business Management - MD12
Business Management - MD13
Quality Assurance Professional - QA21
Quality Assurance Specialist -QA31
Administrative Support Assistant - AS21
Logistics Specialist - LS21
Agribusiness Manager - AM21

## PROFESSIONAL SERVICES

## BARBERING

Barbering - BA12
Barbering for Cosmetologists - BF21
Barber II - BI31
Barbering Assistant I - BST1
Barbering Assistant - BA71

## EARLY CHILDHOOD EDUCATION

Advanced Child Development Specialist - AE71
Child Development Specialist - CD61
Early Childhood Care/Education - EC13
Early Childhood Care/Education - ECC2
Early Childhood Program Administration - ECP1
GaTAPP Early Childhood Education Precertification - GEC1
Infant/Toddler Care Specialist - IC31
CDA Preparation - CE71

## COMMERCIAL TRUCK DRIVING

Commercial Truck Driving - CT61

## COSMETOLOGY

Cosmetology - CO12
Hair Designer - HD21
Nail Technician - NT11
Shampoo Technician - ST11

## CULINARY ARTS

Culinary Arts - CA43
Culinary Arts - CA44
Food Production Worker I - FPW1
Fundamental Skills of Culinary Arts - FSO1
Prep Cook - PC51
Catering Specialist - CS61
Baking and Pastry Specialist - BA51

## HORTICULTURE

Horticulture - EH12 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Horticulture - EH13 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Landscape Specialist - LS11
Nursery/Greenhouse Technician - PPS1
Lawn Maintenance Specialist - LM11

## FIRE SCIENCE TECHNOLOGY

Fire Officer I - FF31
Fire Officer II- FF51
Fire Science Technology - FS13
Fire Science Technology - FST2

## CRIMINAL JUSTICE TECHNOLOGY

Advanced Criminal Justice Specialist - AF71
Criminal Justice Specialist - CJ21
Criminal Justice - Associate of Science - CJ23
Criminal Justice Technology - CJT2
Criminal Justice Technology - CJT3
Criminal Justice Fundamentals - CJ71

## DRAFTING

Drafter's Assistant - DA31
Engineering Drafter's Assistant - ED31

## ALLIED HEALTH

## COSMETOLOGY

Esthetician - CE11

## DENTAL HYGIENE/ASSISTING

Dental Assisting - DA12
Dental Hygiene - DH13
Dental Office Aide - DF11
Dental Office Assistant - DFA1
Basic Dental Assisting - BDA1

## PARAMEDICINE

Emergency Medical Responder - EB71
Paramedicine - PT12
Paramedicine - PT13
Emergency Medical PreParamedic - EG71
Emergency Medical Technician - EMJ1

## MEDICAL ASSISTING

Medical Assisting - MA22
Medical Assisting - MA23
Medical Receptionist - MR51

## PHLEBOTOMY TECHNICIAN

Phlebotomy Technician - PT21

## NURSING

Nurse Aide - CN21
Nursing - ND73
Nursing Technician - NT61
Patient Care Assistant - PC21
Practical Nursing - PN12
Advanced Patient Care Assistant - AN71
Transitions in Nursing (LPN to ASN Bridge) - LT13

## OPTICIANRY

Eyewear Dispensing Specialist - EDS1
Opticianry (Vision Care Technology) - OP13
Opticianry (Vision Care Technology) - OP14

## PHARMACY

Pharmacy Technology - PT22
Pharmacy Technology - PT23

## MASSAGE THERAPY

Neuromuscular Massage Therapist - NT12

## RADIOLOGIC TECHNOLOGY

Radiologic Technician Assistant - RT21
Radiologic Technology - RT23

## SURGICAL TECHNOLOGY

Surgical Technology - ST13

## GENERAL EDUCATION

# Technical Standards for Allied Health

The Department of Allied Health has specified the following technical standards which all applicants and enrolled students are expected to meet in order to participate in the Department of Allied Health programs and professional practice.

1. Working in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes, and inserting needles into an ampule and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting and transferring of patients from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices.
5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.
6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures. Item 6 is documented by satisfactory completion of SPCH 1101 (Public Speaking) and ENGL 1101 (Composition & Rhetoric) for degree level students, and by satisfactory completion of ENGL 1010 (Fundamentals of English I) for
diploma level students.
7. To 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. Item 7 is documented by satisfactory Admissions Placement Exams.

# General Requirements:

1. Criminal background checks and drug screens are required of all medical programs. Due to results of these checks, some students may be ineligible to participate in the clinical portion of the program or sit for certification exams. Cost associated with these screenings will be paid for by the student. Please contact your program coordinator if you have questions.
2. Allied Health programs require American Heart Association Provider CPR Certification and up-to-date immunizations. Note: Some programs may have additional Technical Standards

## Allied Health Program Academic Probation and Dismissal

For certain allied health occupations which require licensure, once program accepted, student will be required to maintain the progress standards specifically designed for their particular program. Each program has specific minimum GPA requirements; please see the program coordinators for individual program requirements. New students will receive a written explanation of the satisfactory progress standards for their particular program in accordance with Wiregrass Georgia Technical College and Technical College System of Georgia 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 ARC for career assessment and advising.

- Past Accepted Student Score Trends[55]
- General Advising Packet (August 2018)[56]

## Social Core Performance

The student must demonstrate responsibility and accountability for actions. Professional demeanor and behaviors are to be displayed at all times. Examples include controlling voice and laughter, not smoking while in Wiregrass Georgia Technical College uniform, wearing complete uniform when required to do so, maintaining client/patient confidentiality at all times, not drinking or eating in lobby and patient care areas, and not chewing gum while in the clinical setting.

## 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 a task, performing multiple tasks concurrently, and being able to handle strong emotions.

## 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, and respect of cultural diversity.

# Programs in Allied Health

## Cosmetology

Esthetician - CE11

## Dental Hygiene/Assisting

Basic Dental Assisting - BDA1
Dental Assisting - DA12
Dental Hygiene - DH13
Dental Office Aide - DF11
Dental Office Assistant - DFA1

## Health Information Technology

## Massage Therapy

Neuromuscular Massage Therapist - NT12

## Medical Assisting

Medical Assisting - MA22
Medical Assisting - MA23
Medical Receptionist - MR51

## Nursing

Advanced Patient Care Assistant - AN71
Nurse Aide - CN21
Nursing - ND73
Nursing Technician - NT61
Patient Care Assistant - PC21
Practical Nursing - PN12
Transitions in Nursing (LPN to ASN Bridge) - LT13

## Opticianry

Eyewear Dispensing Specialist - EDS1
Opticianry (Vision Care Technology) - OP13
Opticianry (Vision Care Technology) - OP14

## Paramedicine

Emergency Medical PreParamedic - EG71
Emergency Medical Responder - EB71
Emergency Medical Technician - EMJ1
Paramedicine - PT12
Paramedicine - PT13

## Pharmacy

Pharmacy Technology - PT22
Pharmacy Technology - PT23

## Phlebotomy Technician

Phlebotomy Technician - PT21

## Radiologic Technology

Radiologic Technician Assistant - RT21
Radiologic Technology - RT23

## Surgical Technology

Surgical Technology - ST13

# Esthetician - CE11

## Technical Certificate of Credit

**Program Description:** The Cosmetic Esthetician TCC is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetics stores as well as plastic surgeons' and dermatologist's offices.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Start Terms:**

- This program begins each Fall and Spring semester on the Valdosta campus.

**Curriculum**

| Occupational Courses | 33 |
|---|---|
| ESTH 1000 Introduction to Esthetics | 3 |
| ESTH 1010 Anatomy and Physiology of the Skin | 3 |
| ESTH 1020 Skin Care Procedures | 4 |
| ESTH 1030 Electricity and Facial Treatments with Machines | 5 |
| ESTH 1040 Advanced Skin Care | 3 |
| ESTH 1050 Color Theory and Makeup | 4 |
| ESTH 1060 Esthetics Practicum I | 4 |
| ESTH 1070 Esthetics Practicum II | 4 |
| COSM 1120 Salon Management | 3 |

# Basic Dental Assisting - BDA1

## Technical Certificate of Credit

**Program Description:** The Basic Dental Assisting certificate program prepares students for employment in a variety of positions in today's dental offices. The program provides learning opportunities which introduce academic and occupational knowledge, skills, and attitudes required for job acquisition and retention.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 14 |
|---|---|
| DENA 1050 Microbiology and Infection Control | 3 |
| DENA 1080 Dental Anatomy | 5 |
| DENA 1340 Dental Assisting I: General Chairside | 6 |

# Dental Assisting - DA12

# Diploma

**Program Description:** The program in Dental Assisting Education is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements”. The Dental Assisting accredited diploma program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of dental assisting. Graduates of the program receive a Dental Assisting diploma. Graduates are certified in Radiology, Coronal Polishing and Expanded Duties in Georgia. Graduates of the CODA accredited dental assisting program are eligible to sit for the Dental Assisting National Board (DANB).

“The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.”

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR certification, physical examination or proof of ability to perform required duties, up-to-date immunizations and criminal background check prior to performing the clinical rotation.
- Due to the potential for exposure to bloodborne pathogens, the dental programs strictly adhere to CDC, ADA and OSHA regulations regarding bloodborne pathogens and infection control. A complete copy of the WGTC Exposure Control plan is available for review at the dental reception desk.
- The dental assisting profession requires theoretical and clinical skills and the ability to learn and apply new knowledge quickly. An enormous amount of commitment is necessary to succeed.
- Effective Fall 2019, students must successfully complete ENGL 1010, MATH 1012, ALHS 1011, and ALHS 1040 before registering for courses with the Dental Assisting prefix (DENA).

**Start Terms:**

- This program begins each Fall semester on the Valdosta campus.

The mission of the Dental Programs is to provide quality instruction, enabling students to develop knowledge, skills, and work ethics to acquire and retain entry level positions in the dental profession.

The dental programs at Wiregrass are accredited by the Commission on Dental Accreditation (CODA).

Please see the following links for information related to complaints and third Party comments.

Formal Complaint Process[9]
Policy on Third Party Comments[10]

Contact Information for CODA is:
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
312/440-4653
www.ada.org/coda[11]

**PROGRAM EFFECTIVENESS DATA**[12]

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| PSYC 1010 Basic Psychology | 3 |

| Occupational Courses | 50 |
|---|---|
| ALHS 1040 Introduction to Health Care | 3 |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| DENA 1050 Microbiology and Infection Control | 3 |
| DENA 1080 Dental Anatomy | 5 |
| DENA 1340 Dental Assisting I: General Chairside | 6 |
| DENA 1030 Preventive Dentistry | 2 |
| DENA 1070 Oral Pathology and Therapeutic | 2 |
| DENA 1350 Dental Asst. II: Dental Specialties/EFDA Skills | 7 |
| DENA 1390 Dental Radiology | 4 |
| DENA 1460 Dental Practicum I | 1 |
| DENA 1090 Dental Assisting National Board Examination Prep. | 1 |
| DENA 1400 Dental Practice Management | 2 |
| DENA 1470 Dental Practicum II | 1 |
| DENA 1480 Dental Practicum III | 5 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| MAST 1060 Medical Office Procedures | 4 |

# Dental Hygiene - DH13

# Degree

**Program Description:** The Dental Hygiene degree is Valdosta State University's cooperative program offered on the Wiregrass Georgia Technical College campus. Students earn an Associate of Applied Science Degree from Valdosta State. The program consists of a combination of academic core courses at VSU and clinical training provided at WGTC. Clinical Training begins annually fall semester. Because of the depth and scope of training, the program utilizes a competitive admission process for selection of students. The top 14 candidates are admitted to the program.

The Dental Hygiene program is a sequence of courses that prepares students for positions in the dental profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Registered dental hygienists work in a variety of professional settings. The public is most familiar with dental hygienists in the private dental office, where they perform numerous critical services designed to detect and prevent diseases of the mouth. These include oral prophylaxis; examining the head, neck, and oral areas for signs of disease; educating patients about oral hygiene; taking or developing radiographs; and applying fluoride or sealants. In this setting, registered dental hygienists play a vital role in protecting the oral health of the American public.

Upon graduation from the program, graduates must pass the Dental Hygiene National Board and the Central Regional Dental Testing Service clinical exam in order to obtain a license to practice dental hygiene.

“The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.”

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- Students should apply to Valdosta State University for acceptance into the Dental Hygiene Program and declare dental hygiene as their major. Each student will be assigned a dental hygiene advisor at VSU. Transfer students are accepted to the university, but are required to complete a minimum of 21 credit hours at VSU to satisfy the residency requirement.
- Acceptance to the clinical portion of the program is a competitive process. The application deadline for application is immediately following the end of spring semester each year. The students selected at the end of spring semester will begin the program fall semester. The dental hygiene clinical program is 5 semesters in length.
- Students are accepted to the program based on a competitive admissions process available in the Competitive Admissions Information Packet[57].
- The Dental Hygiene application is available now through June 15, 2020.[58]

**Note to the Dental Hygiene Candidates for the Class of 2020**

Due to the COVID 19 Pandemic all testing centers were closed and many students were unable to sit for the Health Occupations Aptitude Exam (HOAE). In light of this situation, the HOAE requirement will be removed from the 2020 admissions cycle. *No HOAE score will be required!* All other requirements are the same and applications must be completed by the June 15th deadline.

Please note that changes for the HOAE and the application deadline only apply to the 2020 admissions cycle.

The Pre-application Meeting will not be required this year. A face to face meeting or a WebEx meeting will be held for accepted students and alternates following the completion of the acceptance and selection process. Please be sure to check your email for the date and format of this meeting beginning June 20th. Attendance will be required.

Thank you all for your patience! We understand that you have had many questions and concerns..... and rightfully so! This has been an unprecedented time of change for everyone. If you have additional questions, continue to reach out to sandi.woodward@wiregrass.edu or kdhiggs@valdosta.edu or camden.reynolds@wiregrass.edu.

Finally, we would like to develop a list of all students that have read and understand the necessary changes to the dental hygiene application process. Please follow the following link [59]to a brief survey. Complete the requested information and submit.

Everyone be safe and well!

Please visit the Valdosta State University website for information on General Education Core Requirements.

**Start Terms:**

- The clinical portion of this program begins each Fall semester on the Valdosta campus.

The mission of the Dental Programs is to provide quality instruction, enabling students to develop knowledge, skills, and work ethics to acquire and retain entry level positions in the dental profession.

The dental programs at Wiregrass are accredited by the Commission on Dental Accreditation (CODA).

Please see the following links for information related to complaints and third Party comments.

Formal Complaint Process[9]
Policy on Third Party Comments[10]

Contact Information for CODA is:
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
312/440-4653
www.ada.org/coda[11]

**PROGRAM EFFECTIVENESS DATA**[13]

**Curriculum**

| | |
|---|---|
| **General Core Courses** | **44** |
| **General Education Core - See the Valdosta State University website for more information (44 Hours)** | **44** |

| Occupational Courses | 48 |
|---|---|
| DHYG 1040 Preclinical Dental Hygiene | 2 |
| DHYG 1030 Dental Material | 2 |
| DHYG 1050 Preclinical Dental Hygiene Lab | 2 |
| DHYG 1070 Radiology Lecture | 2 |
| DHYG 1080 Oral Biology | 5 |
| DHYG 1090 Radiology Lab | 1 |
| DHYG 1110 Clinical Dental Hygiene I Lecture | 2 |
| DHYG 1111 Clinical Dental Hygiene I Lab | 3 |
| DHYG 1206 Pharmacology and Pain Control | 3 |
| DHYG 2010 Clinical Dental Hygiene II Lecture | 2 |
| DHYG 2200 Periodontology | 3 |
| DHYG 2020 Clinical Dental Hygiene II Lab | 2 |
| DHYG 2050 General and Oral Pathology/Pathophysiology | 3 |
| DHYG 2090 Clinical Dental Hygiene III Lab | 4 |
| DHYG 2070 Community Dental Health | 3 |
| DHYG 2080 Clinical Dental Hygiene III | 2 |
| DHYG 2105 Nutrition | 1 |
| DHYG 2130 Clinical Dental Hygiene IV Lecture | 2 |
| DHYG 2140 Clinical Dental Hygiene IV Lab | 4 |

# Dental Office Aide - DF11

# Technical Certificate of Credit

**Program Description:** The Dental Office Aide technical certificate of credit program prepares students to work in a dental office or clinic. This technical certificate of credit will provide high school students with the necessary skills needed to perform a wide range of tasks, including reception, record keeping, patient interactions and appointment scheduling in the dental office setting. Upon successful completion and earning a high school diploma, students can complete three core courses and earn the Dental Office Assistant Technical Certificate of Credit, which is an application requirement for admission into the Dental Assisting Diploma program.

**Locations offered:**
Online
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 15 |
|---|---|
| ALHS 1011 Structure and Function of the Human Body | 5 |
| ALHS 1040 Introduction to Health Care | 3 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| MAST 1060 Medical Office Procedures | 4 |
| **Choose One of the Following (1 Hours)** | **1** |
| DENA 1000 Introduction to the Dental Practice | 1 |
| DENA 1010 Basic Human Biology | 1 |

# Dental Office Assistant - DFA1

## Technical Certificate of Credit

**Program Description:** The Dental Office Assistant program will teach students how to perform a wide range of tasks, including reception, record keeping, patient interactions and appointment scheduling in the dental office setting. Upon completion, students qualify to sit for the Certified Medical Administration Assistant (CMAA) certification exam.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| PSYC 1010 Basic Psychology | 3 |
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 15 |
|---|---|
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| ALHS 1040 Introduction to Health Care | 3 |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| MAST 1060 Medical Office Procedures | 4 |
| DENA 1010 Basic Human Biology | 1 |

# Neuromuscular Massage Therapist - NT12

## Diploma

**Program Description:** The Neuromuscular Therapist diploma program consists of a sequence of courses that prepares students for careers in the field of Neuromuscular Therapy. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Curriculum fundamentals, Swedish massage, musculoskeletal anatomy, identification of diseases and conditions, medical documentation, and client care prepare the graduate for an entry level position. Specialized training in nervous system pathology, postural analysis, neuromuscular therapy, muscle energy techniques, myofascial release and clinical reasoning establish this program and its graduates as specialists in their field. Program graduates receive a Neuromuscular Therapy diploma, which qualifies them to take the Massage and Bodywork Licensing Examination (MBLEx) offered by the Federation of State Massage Therapy Board and apply for Georgia Licensure through The Georgia Board of Massage Therapy.

**Requirements:**

60

- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Start Terms:**

- This program begins each Spring semester on the Valdosta campus.

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **47** |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| NEUT 1001 Musculoskeletal Anatomy and Physiology I | 4 |
| NEUT 1005 Musculoskeletal Anatomy and Physiology II | 4 |
| NEUT 1010 Neural Science | 3 |
| NEUT 1020 Pathology for the Neuromuscular Therapist | 3 |
| NEUT 1030 Neuromuscular Therapy Fundamentals | 3 |
| NEUT 1050 Technique and Theory I | 5 |
| NEUT 1060 Clinic I | 2 |
| NEUT 1080 Techniques and Theory II | 3 |
| NEUT 1081 Techniques and Theory III | 3 |
| NEUT 1100 Adjunctive Modalities | 3 |
| NEUT 1110 Licensure Review | 3 |
| NEUT 1120 Clinic II | 2 |
| NEUT 1230 Prof. Leadership for Neuromuscular Therapist | 2 |

# Medical Assisting - MA22

## Diploma

**Program Description:** The Medical Assisting diploma program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR certification, physical examination or proof of ability to perform required duties, up-to-date immunizations, criminal background check and drug screen prior to performing the clinical rotation.

**Start Terms:**

- This program begins each Fall semester on the Valdosta and Coffee campuses.

The Medical Assisting Program at Wiregrass Georgia Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org[17]) upon the recommendation of Medical Assisting Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158 Clearwater, FL 33763
(727) 210-2350
www.caahep.org[17]

**Program Effectiveness Data**[18]

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| PSYC 1010 Basic Psychology | 3 |

| Occupational Courses | 45 |
|---|---|
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| MAST 1010 Legal and Ethical Concerns in the Medical Office | 2 |
| MAST 1030 Pharmacology in the Medical Office | 4 |
| MAST 1060 Medical Office Procedures | 4 |
| MAST 1080 Medical Assisting Skills I | 4 |
| MAST 1090 Medical Assisting Skills II | 4 |
| MAST 1100 Medical Insurance Management | 2 |
| MAST 1110 Administrative Practice Management | 3 |
| MAST 1120 Human Diseases | 3 |
| MAST 1170 Medical Assisting Externship | 6 |
| MAST 1180 Medical Assisting Seminar | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Medical Assisting - MA23

## Degree

**Program Description:** The Medical Assisting degree program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting degree.

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR certification, physical examination or proof of ability to perform required duties, up-to-date immunizations, criminal background check and drug screen prior to performing the clinical rotation.

**Start Terms:**

- This program begins each Fall semester on the Valdosta and Coffee campuses.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science (3 Hours)** | **3** |
| PSYC 1101 Introductory Psychology | 3 |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 48 |
|---|---|
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| MAST 1100 Medical Insurance Management | 2 |
| MAST 1010 Legal and Ethical Concerns in the Medical Office | 2 |
| MAST 1030 Pharmacology in the Medical Office | 4 |
| MAST 1060 Medical Office Procedures | 4 |
| MAST 1080 Medical Assisting Skills I | 4 |
| MAST 1090 Medical Assisting Skills II | 4 |
| MAST 1110 Administrative Practice Management | 3 |
| MAST 1120 Human Diseases | 3 |
| MAST 1170 Medical Assisting Externship | 6 |
| MAST 1180 Medical Assisting Seminar | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Medical Receptionist - MR51

# Technical Certificate of Credit

**Program Description:** The Medical Receptionist certificate program provides learning opportunities which introduce, develop and reinforce academic and occupational knowledge, skills and attitudes required in today's medical office.

**Locations offered:**
Online
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.

**Curriculum**

| Occupational Courses | 11 |
|---|---|
| ALHS 1040 Introduction to Health Care | 3 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| MAST 1010 Legal and Ethical Concerns in the Medical Office | 2 |
| MAST 1060 Medical Office Procedures | 4 |
| **Occupational Tracks - Choose one of the following (5-7 hours)** | **5** |
| **Track One** | **4** |
| BUSN 1440 Document Production | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Track Two** | **5** |
| MAST 1100 Medical Insurance Management | 2 |
| MAST 1110 Administrative Practice Management | 3 |

# Advanced Patient Care Assistant - AN71

## Technical Certificate of Credit

**Program Description:** Prepares students with rigorous classroom training and practice as well as the clinical experiences to perform a full range of patient care duties or services under nursing or medical direction. This includes taking vital signs, obtaining lab specimens, assisting with activities of daily living, observing and charting patient information, and reporting appropriate information to supervisors. Includes Math, English and Pharmacology courses.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| PSYC 1010 Basic Psychology | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| MATH 1012 Foundations of Mathematics | 3 |
| MATH 1013 Algebraic Concepts | 3 |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| MATH 1113 Precalculus | 3 |
| MATH 1131 Calculus I | 4 |

| Occupational Courses | 15 |
|---|---|
| ALHS 1011 Structure and Function of the Human Body | 5 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| PNSG 2010 Intro. to Pharmacology and Clinical Calculations | 2 |
| **Choose One of the Following (6 Hours)** | **6** |
| ALHS 1100 Nurse Aide Fundamentals (Non-Certification) | 6 |
| NAST 1100 Nurse Aide Fundamentals | 6 |

# Nurse Aide - CN21

## Technical Certificate of Credit

**Program Description:** The Nurse Aide Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
High School
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 13 |
|---|---|
| ALHS 1040 Introduction to Health Care | 3 |
| ALHS 1060 Diet and Nutrition for Allied Health Sciences | 2 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| NAST 1100 Nurse Aide Fundamentals | 6 |

# Nursing - ND73

# Degree

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

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- Admission to the college does not guarantee admission to the Registered Nursing program.
- Enrollment in the ASN Program is limited and competitive, and meeting all admissions requirements does not guarantee admissions into a competitive program. **Applicants must also be accepted to Wiregrass and graduate from the Nursing Technician Technical Certificate to be accepted into a competitive program.**
- The online competitive admissions application, official transcripts, HESI A2 scores, and any other required information must be on file with the College by the deadline listed on the program application.
- The grades students want to use for competitive admissions must show in the students' Degree Audit.
- Students must meet with an ARC advisor prior to submitting the competitive application.
- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- Admission to the college does not guarantee admission to the Registered Nursing program.
- Applicants must be in "good academic standing" with Wiregrass. Applicants on academic warning, probation or suspension cannot be accepted into the program.
- Applications can be submitted prior to completion of the Nursing Technician TCC; however priority selection will be given to applicants who are Nursing Technician TCC graduates by the application deadline.
- The Nursing Technician TCC must be successfully completed prior to program entry.
- The **HESI A2 exam**[62] must be taken at Wiregrass. Scores from other institutions will not be accepted. Both the cumulative and critical thinking portion of the exam must be completed. HESI scores are valid for 2 years and must be valid at the application deadline date. Applicants have 3 attempts per 2 years to complete the HESI A2 exam.
- All applicants should review the Allied Health Policy Packet.[63]

- A criminal background check and drug screen will be required if accepted into this competitive admissions program and prior to the clinical experience. Previous arrests and convictions, as well as a positive drug screen, may prohibit a student from completing the clinical portion of the program. An immunization record will also be required to be submitted. Certain vaccinations and immunizations may be required. It is encouraged to begin all vaccines prior to entering the program. These requirements are also required for completion of certain classes within the Nursing Technician, TCC: NAST 1100.
- Students accepted into this program must provide proof of American Heart Basic Life Support (BLS) for health care providers.

**Competitive Admission Rank Order:**

- Applicants will be ranked based on the following formula: Nursing Technician TCC GPA (40%) + HESI Critical Thinking Conversion Score (20%) + HESI Cumulative Score (40%)
    - Applicants must have a 2.75 or better GPA in the Nursing Technician Technical Certificate classes.
    - Applicants must have a 75.0 or better on the cumulative HESI A2 Exam.
    - **Beginning with Spring 2021 Entry - Bonus Points: Students who have been licensed as a Practical Nurse or Certified Nurse Aid may be eligible for five (5) bonus points. The student must upload a copy of the license into the competitive program application to be considered for the five (5) bonus points.**
- **The Spring 2021 application is open**[64]. The application deadline for Spring 2021 entry is August 1, 2020. The program accepts up to 40 students each spring.
    - Applicants who meet the criteria to receive bonus points must be prepared to upload a copy of the CNA license into the application portal.
    - If class capacity remains unfilled for a program, the deadlines and/or other requirements for that program can be extended/modified with the Dean of Allied Health's approval.
    - All of the competitive admissions criteria are current as we know them. They may be modified with curriculum revisions. Please see the Advisement and Retention Center for the most current criteria.

**Trend Data:**

- **Valdosta Campus – Spring 2019 Entry**
    - GPA: 3.80 average (low – 3.31)
    - HESI Cumulative: 87.94 average (low – 78)
    - HESI Critical Thinking: 87.04 average (low – 80)
    - Points: 90.61 average (low – 87.42)
    - A total of 40 students were selected, with an additional 11 on the waitlist. There were 100 students TCC complete by the application deadline who were ranked for priority acceptance. There was a grand total of 128 applicants.
- **Valdosta Campus - Spring 2020 Entry**
    - GPA: 3.80 average (low – 3.38)
    - HESI Cumulative: 85.2 average (low – 76.4)
    - HESI Critical Thinking: 89.3 average (low – 79.0)
    - Points: 89.98 average (low – 86.74)
    - A total of 40 students were selected, with an additional 10 on the waitlist. There were 81 students TCC complete by the application deadline who were ranked for priority acceptance. There was a grand total of 117 applicants.

**Start Terms:**

- This program begins each Spring semester on the Valdosta campus.

This nursing education program is accredited by the Accreditation Commission for Education in Nursing.

**Accreditation Commission for Education in Nursing**
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@nursing.org
Web: acenursing.org[19]

Program Effectiveness Data for Nursing[20]

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - (3 Hours)** | **3** |
| PSYC 1101 Introductory Psychology | 3 |
| **Area III - Natural Sciences/Mathematics (3 Hours)** | **3** |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 51 |
|---|---|
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| BIOL 2117 Introductory Microbiology | 3 |
| BIOL 2117L Introductory Microbiology Lab | 1 |
| RNSG 1350 Fundamentals of Nursing Care | 6 |
| RNSG 1355 Nursing Pharmacology and Dosage Calculations | 3 |
| RNSG 1360 Physical Examination and Health Assessment | 2 |
| RNSG 1365 Medical-Surgical Nursing I | 6 |
| RNSG 2015 Obstetrics, Childbearing, and Peds Nursing | 6 |
| RNSG 2350 Mental Health Promotion and Restoration | 4 |
| RNSG 2355 Medical-Surgical Nursing II | 5 |
| RNSG 2360 Medical-Surgical Nursing III | 6 |
| RNSG 2365 Essentials of Nursing Management and Leadership | 1 |

# Nursing Technician - NT61

# Technical Certificate of Credit

**Program Description:** The Nursing Technician program prepares students with advanced classroom training and practice to prepare students to perform a full range of patient care duties or services under nursing or medical direction. This includes taking vital signs, obtaining lab specimens, assisting with activities of daily living, observing and charting patient information, and reporting appropriate information to supervisors. Upon completion students qualify to sit for the NACES exam.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.

**Curriculum**

| General Education Core | 6 |
|---|---|
| ENGL 1101 Composition and Rhetoric | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1111 College Algebra | 3 |
| MATH 1113 Precalculus | 3 |
| MATH 1131 Calculus I | 4 |

| Occupational Courses | 10 |
|---|---|
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| **Choose One of the Following (6 Hours)** | **6** |
| ALHS 1100 Nurse Aide Fundamentals (Non-Certification) | 6 |
| NAST 1100 Nurse Aide Fundamentals | 6 |
| PNSG 2030 Nursing Fundamentals | 6 |

# Patient Care Assistant - PC21

# Technical Certificate of Credit

**Program Description:** The Patient Care Assistant Technical Certificate of Credit prepares students with rigorous classroom training and practice as well as the clinical experiences to perform a full range of patient care duties or services under nursing or medical direction. This includes taking vital signs, obtaining lab specimens, assisting with activities of daily living, observing and charting patient information, and reporting appropriate information to supervisors. It may also include providing various outreach services to clients within the community. Students who successfully complete the Patient Care Assistant Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.

**Start Terms:**

- This program begins each semester on all campuses.

Experienced Worker Certification Form[61]

**Curriculum**

| General Education Course | 2 |
|---|---|
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Occupational Courses** | **21** |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| ALHS 1040 Introduction to Health Care | 3 |
| ALHS 1060 Diet and Nutrition for Allied Health Sciences | 2 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| NAST 1100 Nurse Aide Fundamentals | 6 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Practical Nursing - PN12

# Diploma

**Program Description:** The Practical Nursing diploma program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee

**This program qualifies for the HOPE Career Grant.**

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Additional Program Requirements:**

- Admission to the college does not guarantee admission to the Practical Nursing program

- Students are accepted to the program based on a competitive admissions process.
- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- One year expiration on PNSG 2010 when taken in the Advance Patient Care Assistant Technical Certificate.

**Standards-Based Enrollment Program Admission Requirements Effective Fall 2020:**

- Practical Nursing is a standards-based enrollment program and applicants will be tentatively selected as the standards are obtained.
- 2.50 GPA in Advanced Patient Care Assistant Technical Certificate classes ***and*** Academic Good Standing, ***and*** 60.0 or better on the HESI A2 exam. In order to be placed on the list and/or registered for the PNSG classes:
    - Applicants must have a 2.50 GPA in completed Advanced Patient Care Assistant Technical Certificate classes and maintain a 2.50 GPA upon Technical Certificate completion. Applicants must have completed or be actively enrolled in all TCC classes.
        - The highest course attempt will be calculated in the GPA for standards-based enrollment.
        - Courses that fulfill core area requirements, as recognized by TCSG, may be substituted for evaluation for those courses required for program entry during the standards-based enrollment process.
- Applicants must have completed the HESI A2 exam with a cumulative score of 60.0 or better.
    - All applicants must complete these sections on the cumulative portion of the exam: Math, Reading Comprehension, Vocabulary and General Knowledge and Grammar, Anatomy & Physiology, Learning Profile & Personality Style. All applicants must also complete the critical thinking portion of the exam.
    - Applicants have three (3) attempts to complete the HESI A2 Exam within a 2 year (24-month) time frame, with the highest score used for program selection. The scores are valid for two (2) years post examination date. Scores must be valid at the application deadline.
- Applicants must be in "good academic standing" with WGTC. Students on academic warning, probation or suspension are not eligible for registration for the PNSG classes.
- Applicants must have all holds cleared in order to be eligible for registration. Applicants with active holds at the time of registration will forfeit their spot on the list.
- **Applicants must see The ARC to be placed on the Standards-Based Enrollment list. Only students on this list will be eligible for registration, and registration is limited to 30 students.**
- The entire Advanced Patient Care Assistant TCC[65] must be successfully completed with Wiregrass graduation requirements met prior to program entry.
    - A grade of "C" or better is required in TCC classes.
    - A minimum of 25% of the Advanced Patient Care Assistant Technical Certificate must be completed at Wiregrass in order to obtain residency and graduate from the TCC.
- All applicants should review the Allied Health Policy Packet.[66]

**Program-Specific Advising Information:**

- Graduation from the Advanced Patient Care Assistant Technical Certificate does not guarantee admission to the Practical Nursing Diploma Program.
- A criminal background check and drug screen will be required if accepted into the program and prior to the clinical experience. Previous arrests and convictions, as well as a positive drug screen, may prohibit a student from completing the clinical portion of the program. An immunization record will also be required to be submitted. Certain vaccinations and immunizations may be required. It is encouraged to begin the HBV vaccine prior to entering the program. These requirements are also required for completion of NAST 1100 Nurse Aide Fundamentals.

- The NAST 1100 course requires three 8 hour clinical days - off campus. These 3 days will be scheduled as given by the facilities. These 3 days may cause conflicts with other class times. Students are expected to communicate these conflicts to work out a solution prior to the clinical days.
- There will be a drug calculations competency exam that must be successfully completed upon entering the LPN program. The students will be required to prove competency on that exam or risk not being able to continue in program. While a study guide will be given at the program orientation, it will be the student's responsibility to seek out tutoring, review, or additional assistance if needed

**Start Terms:**

- This program begins each Fall and Summer semester on the Valdosta campus; it begins each Fall semester on the Ben Hill campus and each Spring semester on the Coffee campus.
- Beginning 2020, this program will begin each Fall and Spring semester on the Valdosta campus. The program will continue to begin each Fall semester on the Ben Hill-Irwin campus and each Spring semester on the Coffee campus.

***This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing.***

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326 404-975-5000
http://www.acenursing.us/candidates/candidacy.asp
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**Curriculum**

| General Core Courses | 57 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **48** |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| PNSG 2010 Intro. to Pharmacology and Clinical Calculations | 2 |
| PNSG 2030 Nursing Fundamentals | 6 |
| PNSG 2035 Nursing Fundamentals Clinical | 2 |
| PNSG 2210 Medical-Surgical Nursing I | 4 |
| PNSG 2220 Medical-Surgical Nursing II | 4 |
| PNSG 2230 Medical-Surgical Nursing III | 4 |
| PNSG 2240 Medical-Surgical Nursing IV | 4 |
| PNSG 2250 Maternity Nursing | 3 |
| PNSG 2255 Maternity Nursing Clinical | 1 |
| PNSG 2310 Medical-Surgical Nursing Clinical I | 2 |
| PNSG 2320 Medical-Surgical Nursing Clinical II | 2 |
| PNSG 2330 Medical-Surgical Nursing Clinical III | 2 |
| PNSG 2340 Medical-Surgical Nursing Clinical IV | 2 |
| PNSG 2410 Nursing Leadership | 1 |
| PNSG 2415 Nursing Leadership Clinical | 2 |

# Transitions in Nursing (LPN to ASN Bridge) - LT13

## Degree

**Program Description:** The LPN to ASN Bridge Transitions in Nursing Associate of Science degree is a sequence of courses designed to prepare students to merge into the role of a registered nurse. The curriculum is designed to produce highly trained, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of healthcare settings. The purpose of the program is to provide the learner with the necessary knowledge, skills, and attitudes to practice competently and safely as a novice professional in a healthcare environment. The registered nurse is viewed as a caring holistic professional who possesses accountability, critical thinking, integrity, problem-solving skills, refined psychomotor skills, and a theoretical knowledge base. Program graduates receive an Associate of Science in Nursing (ASN) degree and are then eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates may obtain employment as a professional registered nurse.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- Admission to the college does not guarantee admission to the Transitions in Nursing program.
- Enrollment in the Transitions in Nursing Program is limited and competitive, and meeting all admissions requirements does not guarantee admissions into a competitive program. **Applicants must also be accepted to Wiregrass and successfully complete there required pre-requisite courses to be accepted into a competitive program.**
- The online competitive admissions application, official transcripts, HESI A2 scores, and any other required information must be on file with the College by the deadline listed on the program application.
- The grades students want to use for competitive admissions must show in the students' Degree Audit.
- Students must meet with an ARC advisor prior to submitting the competitive application.
- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- Admission to the college does not guarantee admission to the Transitions in Nursing program.
- Applicants must be in "good academic standing" with Wiregrass. Applicants on academic warning, probation or suspension cannot be accepted into the program.
- Applications can be submitted prior to completion of the required pre-requisite courses; however, priority selection will be given to applicants who have completed the required pre-requisite courses by the application deadline.
- The **HESI A2 exam**[62] must be taken at Wiregrass. Scores from other institutions will not be accepted. Both the cumulative and critical thinking portion of the exam must be completed. HESI scores are valid for 2 years and must be valid at the application deadline date. Applicants have 3 attempts per 2 years to complete the HESI A2 exam.
- **All applicants should review the Allied Health Policy Packet.**[63]
- A criminal background check and drug screen will be required if accepted into this competitive admissions program and prior to the clinical experience. Previous arrests and convictions, as well as a positive drug screen, may prohibit a student from completing the clinical portion of the program. An immunization record will also be required to be submitted. Certain vaccinations and immunizations may be required. It is encouraged to begin all vaccines prior to entering the program.
- Students accepted into this program must provide proof of American Heart Basic Life Support (BLS) for health care providers.

**Competitive Admission Rank Order:**

- Applicants will be ranked based on the following formula: Pre-Requisite Courses GPA (40%) + HESI Critical Thinking Conversion Score (20%) + HESI Cumulative Score (40%)
  - Required Pre-Requisite Courses: ENGL 1101, Area II, MATH 1111, Area IV, Elective, BIOL 2113/L, BIOL 2114/L, BIOL 2117/L.
  - Applicants must have a 2.75 or better GPA in the required pre-requisite courses.
  - Applicants must have a 75.0 or better on the cumulative HESI A2 Exam.
- The Fall 2020 application is open.[67] The program accepts up to 20 students.
  - **Unencumbered and Unrestricted LPN License is required to make application to the competitive Transitions in Nursing (PN to ASN Bridge) Degree Program. A copy of the license will need to be uploaded by the applicant into the online application.**
  - If class capacity remains unfilled for a program, the deadlines and/or other requirements for that program can be extended/modified with the Dean of Allied Health's approval.
  - All of the competitive admissions criteria are current as we know them. They may be modified with curriculum revisions. Please see the Advisement and Retention Center for the most current criteria.

**Start Terms:**

- This program begins each Fall semester on the Valdosta campus.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics (3 Hours)** | **3** |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 45 |
|---|---|
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| BIOL 2117 Introductory Microbiology | 3 |
| BIOL 2117L Introductory Microbiology Lab | 1 |
| RNSG 1352 Transitions in Nursing | 7 |
| RNSG 1355 Nursing Pharmacology and Dosage Calculations | 3 |
| RNSG 1365 Medical-Surgical Nursing I | 6 |
| RNSG 1368 Transitions: OB, Childbearing, and Peds Nursing | 5 |
| RNSG 2355 Medical-Surgical Nursing II | 5 |
| RNSG 2360 Medical-Surgical Nursing III | 6 |
| RNSG 2365 Essentials of Nursing Management and Leadership | 1 |

# Eyewear Dispensing Specialist - EDS1

## Technical Certificate of Credit

**Program Description:** The Eyewear Dispensing Specialist Technical Certificate of Credit is a short-term program designed to provide the basic knowledge and skills needed to gain employment as an eyewear dispensing specialist. The program also provides the opportunity for individuals in the optical field to obtain formal education in a specialized area.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 29 |
|---|---|
| OPHD 1010 Introduction to Ophthalmic Optics | 3 |
| OPHD 1020 Eye Anatomy and Physiology | 3 |
| OPHD 1060 Optical Laboratory Technique I | 6 |
| OPHD 1070 Optical Laboratory Technique II | 6 |
| OPHD 2120 Lens Selection | 6 |
| OPHD 2090 Frame Selection | 5 |

# Opticianry (Vision Care Technology) - OP13

## Degree

**Program Description:** The Opticianry degree program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses, from semi finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. 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 degree.

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Start Terms:**

- This program has alternating start terms of fall and spring; the next cohort begins spring 2020 on the Valdosta campus.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **Additional General Education Core Elective** | **3** |
| SPCH 1101 Public Speaking | 3 |

| Occupational Courses | 56 |
|---|---|
| OPHD 1010 Introduction to Ophthalmic Optics | 3 |
| OPHD 1020 Eye Anatomy and Physiology | 3 |
| OPHD 1030 Applied Optical Theory | 2 |
| OPHD 1060 Optical Laboratory Technique I | 6 |
| OPHD 1070 Optical Laboratory Technique II | 6 |
| OPHD 1080 Contact Lens I | 5 |
| OPHD 2090 Frame Selection | 5 |
| OPHD 2120 Lens Selection | 6 |
| OPHD 2130 Contact Lens II | 5 |
| OPHD 2170 Contact Lens Review | 3 |
| OPHD 2180 Opticianry Review | 3 |
| OPHD 2190 Opticianry OBI | 6 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Opticianry (Vision Care Technology) - OP14

## Diploma

**Program Description:** The Opticianry diploma program prepares students for employment in a variety of positions in today's Opticianry field. A licensed dispensing optician (LDO) can be described as a visual pharmacist who fills the written prescription orders of Ophthalmologists and Optometrists. The opticianry program teaches students how to fabricate prescription lenses, from semi-finished lens blanks, to be inserted into fashionable eyewear worn by the patient. Adjusting and fitting eyewear as well as frame selection and dispensing are also part of the curriculum. 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.

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- Criminal background check required prior to start of clinical rotation.

**Start Terms:**

- This program has alternating start terms of fall and spring; the next cohort begins spring 2020 on the Valdosta campus.

**Curriculum**

| General Core Courses | 6 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| **Occupational Courses** | **53** |
| OPHD 1010 Introduction to Ophthalmic Optics | 3 |
| OPHD 1020 Eye Anatomy and Physiology | 3 |
| OPHD 1080 Contact Lens I | 5 |
| OPHD 2120 Lens Selection | 6 |
| OPHD 2130 Contact Lens II | 5 |
| OPHD 2090 Frame Selection | 5 |
| OPHD 1030 Applied Optical Theory | 2 |
| OPHD 1060 Optical Laboratory Technique I | 6 |
| OPHD 2170 Contact Lens Review | 3 |
| OPHD 1070 Optical Laboratory Technique II | 6 |
| OPHD 2180 Opticianry Review | 3 |
| OPHD 2190 Opticianry OBI | 6 |

# Emergency Medical PreParamedic - EG71

## Technical Certificate of Credit

**Program Description:** The Emergency Medical Pre-Paramedic Technical Certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The program also allows students the opportunity to complete the general education core courses required for Paramedic diploma program. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.

**Start Terms:**

- This program begins each Fall and Summer semester on the Coffee and Valdosta campuses.

Program Effectiveness Data for EMS[14]

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **21** |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| EMSP 1110 Introduction to the EMT Profession | 3 |
| EMSP 1120 EMT Assessment/Airway Management & Pharmacology | 3 |
| EMSP 1130 Medical Emergencies for the EMT | 3 |
| EMSP 1140 Special Patient Populations | 3 |
| EMSP 1150 Shock & Trauma for the EMT | 3 |
| EMSP 1160 Clinical & Practical Applications for the EMT | 1 |

# Emergency Medical Responder - EB71

## Technical Certificate of Credit

**Program Description:** The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of prehospital, industrial and first responder settings. After successful completion of a SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination.

**Locations offered:**
Online
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

Wiregrass EMS Student Handbook – Spring 2018[15]

Program Effectiveness Data for EMS[16]

**Curriculum**

| Occupational Courses | 11 |
|---|---|
| ALHS 1011 Structure and Function of the Human Body | 5 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| EMSP 1010 Emergency Medical Responder | 4 |

# Emergency Medical Technician - EMJ1

## Technical Certificate of Credit

**Program Description:** We are no longer accepting students into this program.

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMB1 "Emergency Medical Technician (Basic)" technical certificate of credit. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 16 |
|---|---|
| EMSP 1110 Introduction to the EMT Profession | 3 |
| EMSP 1120 EMT Assessment/Airway Management & Pharmacology | 3 |
| EMSP 1130 Medical Emergencies for the EMT | 3 |
| EMSP 1140 Special Patient Populations | 3 |
| EMSP 1150 Shock & Trauma for the EMT | 3 |
| EMSP 1160 Clinical & Practical Applications for the EMT | 1 |

# Paramedicine - PT12

# Diploma

**Program Description:** The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field.

The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- Students must successfully complete the Emergency Medical PreParamedic Technical Certificate of credit prior to registering for the occupational courses included in this program (2000 level EMSP courses)
- Students must hold certification and/or licensure as an EMT I/85 (with successful completion of Georgia State Office of Emergency Medical Services and Trauma EMTI to AEMT update course); EMT I/99; or AEMT
- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- Students must complete all of the required core courses and maintain a GPA of 2.0 to qualify for the program.

**Start Terms:**

- This program begins each Fall semester on the Valdosta campus and each Spring semester on the Coffee campus.

Wiregrass EMS Student Handbook – Spring 2018
15

Program Mission Statement: “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”

The Wiregrass Georgia Technical College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org[17]) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
https://www.caahep.org/[21]

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org[22]

Program Effectiveness Data for EMS[14]

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| PSYC 1010 Basic Psychology | 3 |

| Occupational Courses | 49 |
|---|---|
| ALHS 1011 Structure and Function of the Human Body | 5 |
| EMSP 2110 Foundations of Paramedicine | 3 |
| EMSP 2120 Applications of Pathophysiology for Paramedics | 3 |
| EMSP 2130 Advanced Resuscitative Skills for Paramedics | 3 |
| EMSP 2140 Advanced Cardiovascular Concepts | 4 |
| EMSP 2310 Therapeutic Modalities of Cardiovascular Care | 3 |
| EMSP 2320 Therapeutic Modalities of Medical Care | 5 |
| EMSP 2330 Therapeutic Modalities of Trauma Care | 4 |
| EMSP 2340 Therapeutic Modalities-Special Patient Populations | 4 |
| EMSP 2510 Clinical Applications for the Paramedic - I | 2 |
| EMSP 2520 Clinical Applications for the Paramedic - II | 2 |
| EMSP 2530 Clinical Applications for the Paramedic - III | 2 |
| EMSP 2540 Clinical Applications for the Paramedic - IV | 1 |
| EMSP 2550 Clinical Applications for the Paramedic - V | 1 |
| EMSP 2560 Clinical Applications for the Paramedic - VI | 1 |
| EMSP 2570 Clinical Applications for the Paramedic - VII | 1 |
| EMSP 2710 Field Internship for the Paramedic | 2 |
| EMSP 2720 Practical Applications for the Paramedic | 3 |

# Paramedicine - PT13

## Degree

**Program Description:** The Paramedicine Applied Associate in Science degree program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine degree program prepares students for employment in paramedic positions in today's health services field. The Paramedic degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable

- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Additional Program Requirements:**

- Students must successfully complete the Emergency Medical PreParamedic Technical Certificate of credit prior to registering for the occupational courses included in this program (2000 level EMSP courses)
- Students must hold certification and/or licensure as an EMT I/85 (with successful completion of Georgia State Office of Emergency Medical Services and Trauma EMTI to AEMT update course); EMT I/99; or AEMT
- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- Students must complete all of the required core courses and maintain a GPA of 2.0 to qualify for the program.

**Start Terms:**

- This program begins each Fall semester on the Valdosta campus and each Spring semester on the Coffee campus.

Wiregrass EMS Student Handbook – Spring 2018[15]

Program Mission Statement: “To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”

The Wiregrass Georgia Technical College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org[17]) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
https://www.caahep.org/[21]

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org[22]

Program Effectiveness Data for EMS[14]

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science (3 Hours)** | **3** |
| PSYC 1101 Introductory Psychology | 3 |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 52 |
|---|---|
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| EMSP 2110 Foundations of Paramedicine | 3 |
| EMSP 2120 Applications of Pathophysiology for Paramedics | 3 |
| EMSP 2130 Advanced Resuscitative Skills for Paramedics | 3 |
| EMSP 2140 Advanced Cardiovascular Concepts | 4 |
| EMSP 2310 Therapeutic Modalities of Cardiovascular Care | 3 |
| EMSP 2320 Therapeutic Modalities of Medical Care | 5 |
| EMSP 2330 Therapeutic Modalities of Trauma Care | 4 |
| EMSP 2340 Therapeutic Modalities-Special Patient Populations | 4 |
| EMSP 2510 Clinical Applications for the Paramedic - I | 2 |
| EMSP 2520 Clinical Applications for the Paramedic - II | 2 |
| EMSP 2530 Clinical Applications for the Paramedic - III | 2 |
| EMSP 2540 Clinical Applications for the Paramedic - IV | 1 |
| EMSP 2550 Clinical Applications for the Paramedic - V | 1 |
| EMSP 2560 Clinical Applications for the Paramedic - VI | 1 |
| EMSP 2570 Clinical Applications for the Paramedic - VII | 1 |
| EMSP 2710 Field Internship for the Paramedic | 2 |
| EMSP 2720 Practical Applications for the Paramedic | 3 |

# Pharmacy Technology - PT22

## Diploma

**Program Description:** The Pharmacy Technology Diploma is designed to enable the student to acquire the knowledge, skills and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences is designed to integrate theory and practice. Graduates will be employable as an entry level pharmacy technician.

**The Georgia Board of Pharmacy does not approve registrations for individuals who are currently on criminal probation for offenses including, but not limited to: theft, fraud, forgery, providing a false name, any crime of moral turpitude, or any crime related to substance abuse. In limited circumstances, the Georgia Board of Pharmacy may approve registrations for individuals who are on criminal probation for minor traffic offenses. Driving under the influence of drugs or alcohol is not considered a minor traffic offense.**

**Requirements:**

- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR

  Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- Students must maintain a 2.0 GPA and remain in good academic standing to be eligible for the program.
- Student must complete MATH 1012 before registering for occupational courses.
- Students may complete the following courses prior to the occupational portion of the program: ENGL 1010, PSYC 1010, ALHS 1011, ALHS 1040, ALHS 1090, COLL 1010 or COMP 2000.

*Georgia Board of Pharmacy*[69]
*Florida Board of Pharmacy*[70]

**This program qualifies for the HOPE Career Grant.**

**Start Terms:**

- This program begins every other semester on the Valdosta campus.

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| PSYC 1010 Basic Psychology | 3 |

| Occupational Courses | 47 |
|---|---|
| ALHS 1011 Structure and Function of the Human Body | 5 |
| ALHS 1040 Introduction to Health Care | 3 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| PHAR 1000 Pharmaceutical Calculations | 4 |
| PHAR 1010 Pharmacy Technology Fundamentals | 5 |
| PHAR 1020 Principles of Dispensing Medications | 4 |
| PHAR 1030 Principles of Sterile Medication Preparation | 4 |
| PHAR 1040 Pharmacology | 4 |
| PHAR 1050 Pharmacy Technology Practicum | 5 |
| PHAR 2060 Advanced Pharmacy Technology Principles | 3 |
| PHAR 2070 Advanced Pharmacy Technology Practicum | 5 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Pharmacy Technology - PT23

## Degree

**Program Description:** The Pharmacy Technology degree is designed to provide an individual with the entry level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and replacement. Graduates are prepared to function as pharmacy technicians in positions requiring preparations of medications according to prescription under the supervision of a pharmacist.

**Locations offered:**
Valdosta

**Requirements:**

- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.

- Students must maintain a 2.0 GPA and remain in good academic standing to be eligible for the program.
- Student must complete MATH 1111 before registering for occupational courses.
- Students may complete the following courses prior to the occupational portion of the program: ENGL 1101, PSYC 1101, BIOL 2113 Lecture and Lab, BIOL 2114 Lecture and Lab, ALHS 1040, ALHS 1090, COLL 1010 or COMP 2000.

*Georgia Board of Pharmacy*[69]
*Florida Board of Pharmacy*[70]

**Start Terms:**

- This program begins every other semester on the Valdosta campus.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Complete 3 Hours** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 50 |
|---|---|
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| PHAR 1000 Pharmaceutical Calculations | 4 |
| PHAR 1010 Pharmacy Technology Fundamentals | 5 |
| PHAR 1020 Principles of Dispensing Medications | 4 |
| PHAR 1030 Principles of Sterile Medication Preparation | 4 |
| PHAR 1040 Pharmacology | 4 |
| PHAR 1050 Pharmacy Technology Practicum | 5 |
| PHAR 2060 Advanced Pharmacy Technology Principles | 3 |
| PHAR 2070 Advanced Pharmacy Technology Practicum | 5 |
| ALHS 1040 Introduction to Health Care | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Phlebotomy Technician - PT21

# Technical Certificate of Credit

**Program Description:** The Phlebotomy Technician Technical Certificate of Credit program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- Admission to the college does not guarantee admission to the Phlebotomy program.
- Students must complete ENGL 1010, ALHS 1011, ALHS 1090, and ALHS 1040 prior to registering for the Phlebotomy courses.
- Student must register for COLL 1010 or COMP 2000 along with the Phlebotomy courses.

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.

**This program qualifies for the HOPE Career Grant.**

**Start Terms:**

- This program begins each Fall and Spring semester on the Valdosta campus; it will begin each Fall semester on the Coffee campus and each Spring semester on the Ben Hill campus.

**Curriculum**

| | |
|---|---|
| **General Education Course** | **3** |
| ENGL 1010 Fundamentals of English I | 3 |
| **Occupational Courses** | **21** |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| ALHS 1040 Introduction to Health Care | 3 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| PHLT 1030 Introduction to Venipuncture | 3 |
| PHLT 1050 Clinical Practice | 5 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Radiologic Technician Assistant - RT21

## Technical Certificate of Credit

**Program Description:** The Radiologic Technician Assistant program places emphasis on maintaining adequate supplies in exam rooms, handling of oxygen tanks, developing and copying films, knowledge of radiology filing system, transporting patients to/from all imaging areas, greeting patients and assist in preparing the patients for exams, preparation of the examination rooms, and dismissing the patient after the exam is completed giving any special instructions needed.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.

**Curriculum**

| | |
|---|---|
| **General Education Courses** | **6** |
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| MATH 1113 Precalculus | 3 |
| MATH 1131 Calculus I | 4 |
| **Occupational Courses** | **19** |
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| RADT 1010 Introduction to Radiology | 4 |
| IMSA 1100 Clinical Practice | 2 |
| **Computer Technology/Area II Option - Choose One Course Below** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| ECON 1101 Principles of Economics | 3 |
| HIST 1111 World History I | 3 |
| POLS 1101 American Government | 3 |
| PSYC 1101 Introductory Psychology | 3 |
| SOCI 1101 Introduction to Sociology | 3 |

# Radiologic Technology - RT23

# Degree

**Program Description:** The Radiologic Technology Associate of Applied Science Degree program is a sequence of courses that prepares students to enter the field as an entry-level radiographer. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for the Radiography Examination of the ARRT.

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.
- Students are required to travel to various **clinical sites and locations**[71]

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- Admission to the college does not guarantee admission to the Radiologic

Technology program.
- Magnetic Resonance Imaging is often part of the Medical Imaging Department in our clinical affiliate facilities; therefore safety education is required of all Radiologic Technology students. Prior to entering the MRI environment, all Radiologic Technology students must watch a MRI Safety video and complete a screening form[72]. Potential Radiologic Technology students may view this video at https://vimeo.com/47300914[73]. For students deemed unable to enter the MR environment, rotations will be scheduled to protect the student.

**Standards-Based Enrollment Program Admission Requirements Effective Fall 2020:**

- The Radiologic Technology Degree program is a standards-based enrollment program and applicants will be tentatively selected as the standards are obtained.
- 2.75 GPA in Radiologic Technician Assistant Technical Certificate classes ***and*** Academic Good Standing, ***and*** 60.0 or better on the HESI A2 exam. In order to be placed on the list and/or registered for the RADT classes:
    - Applicants must have a 2.75 GPA in completed Radiologic Technician Assistant Technical Certificate classes and maintain a 2.75 GPA upon TCC completion. Applicants must have completed or be actively enrolled in all Technical Certificate classes.
        - The highest course attempt will be calculated in the GPA for standards-based enrollment.
        - Courses that fulfill core area requirements, as recognized by TCSG, may be substituted for evaluation for those courses required for program entry during the standards-based enrollment process.
- Applicants must have completed the HESI A2 exam with a cumulative score of 60.0 or better.
    - All applicants must complete these sections on the cumulative portion of the exam: Math, Reading Comprehension, Vocabulary and General Knowledge and Grammar, Anatomy & Physiology, Learning Profile & Personality Style. All applicants must also complete the critical thinking portion of the exam.
    - Applicants have three (3) attempts to complete the HESI A2 Exam within a 2 year (24-month) time frame, with the highest score used for program selection. The scores are valid for two (2) years post examination date. Scores must be valid at the application deadline.
- Applicants must be in "good academic standing" with WGTC. Students on academic warning, probation or suspension are not eligible for registration for the RADT classes.
- Applicants must have all holds cleared in order to be eligible for registration. Applicants with active holds at the time of registration will forfeit their spot on the list.
- **Applicants must see The ARC to be placed on the Standards-Based Enrollment list. Only students on this list will be eligible for registration, and registration is limited to 22 students.**
- The entire Radiologic Technician Assistant TCC[74] must be successfully completed with Wiregrass graduation requirements met prior to program entry.
    - A grade of "C" or better is required in Technical Certificate classes.
    - A minimum of 25% of the Radiologic Technician Assistant Technical Certificate must be completed at Wiregrass in order to obtain residency and graduate from the Technical Certificate.
- All applicants should review the Allied Health Policy Packet.[66]

**Program-Specific Advising Information:**

- The Radiologic Technology program conducted by Wiregrass Georgia Technical College is accredited by the Joint Review Committee on Education in Radiologic Technology.
- Graduation from the Radiologic Technician Assistant Technical Certificate does not guarantee admission to the Radiologic Technology Degree Program.
- Students who wish to take the additional general education classes that are in the RADT Degree program before starting the RADT program, must re-apply to the college as a returning student for AAS in

Interdisciplinary Studies or Technical Specialist Technical Certificate after completing the Radiologic Technician Assistant Technical Certificate . The Technical Specialist TCC is not a Pell-eligible program. Taking these classes before starting the RADT program will decrease FA status while in the RADT program.

- A criminal background check and drug screen will be required if accepted into the program and prior to the clinical experience. Previous arrests and convictions, as well as a positive drug screen, may prohibit a student from completing the clinical portion of the program. Certain vaccinations and immunizations may be required. It is encouraged to begin immunizations prior to entering the program. These requirements are also required for completion of IMSA 1100 Clinical Practice.

**Start Terms:**

- This program begins each Fall semester on the Valdosta campus.

The mission of the Radiologic Technology program is to provide its students, through didactic and clinical experiences, the knowledge, skills, and attitudes to acquire and retain entry level positions in the medical imaging field.

The Radiologic Technology program at Wiregrass Georgia Technical College is a Joint Review Commission on Education in Radiologic Technology (JRCERT) accredited program. Contact information for the JRCERT is:

20 N Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300
www.jrcert.org[24]
mail@jrcert.org

**Program Effectiveness Data**[25]

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 62 |
|---|---|
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| RADT 1200 Principles of Radiation Biology and Protection | 2 |
| RADT 1010 Introduction to Radiology | 4 |
| RADT 1030 Radiographic Procedures I | 3 |
| RADT 1075 Radiographic Imaging | 4 |
| RADT 1320 Clinical Radiography I | 4 |
| RADT 1060 Radiographic Procedures II | 3 |
| RADT 1065 Radiologic Science | 2 |
| RADT 1085 Radiologic Equipment | 3 |
| RADT 2090 Radiographic Procedures III | 2 |
| RADT 1330 Clinical Radiography II | 7 |
| RADT 2340 Clinical Radiography III | 6 |
| RADT 2260 Radiologic Technology Review | 3 |
| RADT 2360 Clinical Radiography IV | 9 |

# Surgical Technology - ST13

## Degree

**Program Description:** The surgical technology degree program prepares students for employment in a variety of positions in the surgical field. The surgical technology degree program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. In addition, the program provides opportunities to upgrade present knowledge and skills or to retrain in surgical technology. Graduates of the program receive a surgical technology associate of applied science degree and are qualified for employment as surgical technologists as well as eligible to sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- American Heart Association Provider CPR Certification, physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- Effective Spring 2020, students must successfully complete ENGL 1101, MATH 1111, BIOL 2113 Lecture and Lab, and ALHS 1090 before registering for courses with the Surgical Technology prefix (SURG).

**Start Terms:**

- This program begins each Spring semester on the Valdosta campus.

The Surgical Technical Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33756, Phone: 727-210-2350, www.caahep.org, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, 6 West Dry Creek Circle, Suite 210, Littleton, Colorado 80120-8031, hone: 303-694-9262, Fax: 303-741-3655, www.arcstsa.org.

Program Effectiveness Data[26]

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 55 |
|---|---|
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| BIOL 2117 Introductory Microbiology | 3 |
| BIOL 2117L Introductory Microbiology Lab | 1 |
| SURG 1010 Introduction to Surgical Technology | 8 |
| SURG 1020 Principles of Surgical Technology | 7 |
| SURG 1080 Surgical Microbiology | 2 |
| SURG 1100 Surgical Pharmacology | 2 |
| SURG 2030 Surgical Procedures I | 4 |
| SURG 2040 Surgical Procedures II | 4 |
| SURG 2110 Surgical Technology Clinical I | 3 |
| SURG 2120 Surgical Technology Clinical II | 3 |
| SURG 2130 Surgical Technology Clinical III | 3 |
| SURG 2140 Surgical Technology Clinical IV | 3 |
| SURG 2240 Seminar in Surgical Technology | 2 |

# Programs in Business Education

## Accounting & Finance

Accounting - AC12
Accounting - AC13
Accounting Clerk Assistant - AZ71
General Business - Associate of Science - AOS3
Office Accounting Specialist - OA31
Payroll Accounting Specialist - PA61

## Business Management

Administrative Support Assistant - AS21
Agribusiness Manager - AM21
Business Management - MD12
Business Management - MD13
Logistics Specialist - LS21
Quality Assurance Professional - QA21
Quality Assurance Specialist -QA31

## Business Technology

Business and Customer Service Technology - BA21
Business Technology - BA22
Business Technology - BA23
Certified Customer Service Specialist - CC81
Design and Media Production Technology - DEM2 (Effective Fall 2020)
Entrepreneurship - EN11
Microsoft Office Application Professional - MF41
Small Business Ownership - SBO1
Supervisor/Management Specialist - SS31
Technical Specialist - TC31

## Computer Information Science

Computer Programming - CP23
Computer Programming - CP24
Computer Support Specialist - CS14
Computer Support Specialist - CS23
Cybersecurity - IS12
Cybersecurity - IS23
Cybersecurity - IS81
Design and Media Production Technology - DAM3 (Effective Fall 2020)
Digital Media Technology (TV) - DMT2 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE FALL 2019)
Digital Media Technology (TV) - DMT3 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE FALL 2019)
Dual Enrollment CompTIA A+ Certified Preparation - MC51
Dual Enrollment Help Desk Specialist - MOH1
Dual Enrollment Microsoft Network Administrator - MO11
Game Development - GD11
Gaming Development - CSD4
Gaming Development - CSD3
Graphic Design and Prepress Technician - GD21
Graphic Design Assistant - GDA1
Help Desk Specialist - HD41
Networking Specialist - NS13
Networking Specialist - NS14
PC Repair and Network Technician - PR21
Video Specialist - VS21
Web and Mobile Application Development - WAM1
Web Application Developer - IB71
Web Site Design - IS53
Web Site Design - IS64

## Health Information Technology

Health Information Management Coding - HI12
Health Information Management Technology - HI13
Health Information Specialist - HMC1
Early College Essentials - EC21
General Studies - Associate of Science - AB73

# Accounting - AC12

# Diploma

**Program Description:** The Accounting Diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting Diploma.

Some assignments require students to attend face to face sessions.

**Locations offered:**
Valdosta
Online
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| MATH 1011 Business Mathematics | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **34** |
| BUSN 1440 Document Production | 4 |
| ACCT 1100 Financial Accounting I | 4 |
| ACCT 1105 Financial Accounting II | 4 |
| ACCT 1115 Computerized Accounting | 3 |
| ACCT 1120 Spreadsheet Applications | 4 |
| ACCT 1125 Individual Tax Accounting | 3 |
| ACCT 1130 Payroll Accounting | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Elective** | **3** |
| **XXXX xxxx Accounting Elective** | **3** |

# Accounting - AC13

# Degree

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

Some assignments may require students to attend face-to-face sessions.

**Locations offered:**
Valdosta
Online
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Complete 3 Hours** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 49 |
|---|---|
| BUSN 1440 Document Production | 4 |
| ACCT 1100 Financial Accounting I | 4 |
| ACCT 1105 Financial Accounting II | 4 |
| ACCT 1115 Computerized Accounting | 3 |
| ACCT 1120 Spreadsheet Applications | 4 |
| ACCT 1125 Individual Tax Accounting | 3 |
| ACCT 1130 Payroll Accounting | 3 |
| ACCT 2000 Managerial Accounting | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Electives** | **6** |
| **XXXX xxxx Accounting Electives** | **9** |
| **XXXX xxxx Open Elective** | **3** |

# Accounting Clerk Assistant - AZ71

## Technical Certificate of Credit

**Program Description:** Accounting clerk assistants assist the accounting operations in processing accounts payable, accounts receivable, account reconciliation, and other accounting processes. They provide general accounting support and data entry. They have strong interpersonal and communication skills.

**Locations offered:**
Valdosta
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 10 |
|---|---|
| ACCT 1100 Financial Accounting I | 4 |
| ACCT 1105 Financial Accounting II | 4 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

# General Business - Associate of Science - AOS3

## Degree

**Program Description:** The Associate of Science in General Business Degree program provides an introductory foundation to core aspects of the business environment while also preparing students for continued study in the field of business. The program develops skills through course work in communication, social/behavioral sciences, natural sciences, mathematics, and the humanities, as well as in the business disciplines. Graduates may pursue additional education opportunities at senior institutions or pursue a variety of entry-level positions in the broad career field of business.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 41 |
|---|---|
| **Area I - Language Arts/Communication (9 Hours)** | **9** |
| ENGL 1101 Composition and Rhetoric | 3 |
| ENGL 1102 Literature and Composition | 3 |
| SPCH 1101 Public Speaking | 3 |
| **Area II - Social/Behavior Science - Complete 12 Hours** | **12** |
| HIST 2111 U.S. History I | 3 |
| POLS 1101 American Government | 3 |
| ECON 2105 Macroeconomics | 3 |
| **Choose One of the Following (3 Hours)** | |
| HIST 2112 U.S. History II | 3 |
| PSYC 1101 Introductory Psychology | 3 |
| SOCI 1101 Introduction to Sociology | 3 |
| **Area III - Natural Sciences/Mathematics - Complete 14 Hours** | **14** |
| MATH 1127 Introduction to Statistics | 3 |
| **Choose One of the Following (3 Hours)** | |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **XXXX xxxx - Complete One Natural Science Lecture and Lab (8 Hours)** | |
| **Area IV - Humanities/Fine Arts - Complete 6 Hours** | **6** |
| **Choose One of the Following (3 Hours)** | |
| ARTS 1101 Art Appreciation | 3 |
| HUMN 1101 Introduction to Humanities | 3 |

| Occupational Courses | 27 |
|---|---|
| ACCT 1100 Financial Accounting I | 4 |
| ACCT 1105 Financial Accounting II | 4 |
| ACCT 1120 Spreadsheet Applications | 4 |
| ACCT 2000 Managerial Accounting | 3 |
| ACCT 2140 Legal Environment of Business | 3 |
| ACCT 2145 Personal Finance | 3 |
| ECON 2106 Microeconomics | 3 |
| **Occupational Elective - Choose One of the Following (3 Hours)** | **3** |
| BUSN 1300 Introduction to Business | 3 |
| MGMT 1120 Introduction to Business | 3 |

# Office Accounting Specialist - OA31

## Technical Certificate of Credit

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

**Locations offered:**
Valdosta
Online
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 14 |
|---|---|
| ACCT 1100 Financial Accounting I | 4 |
| ACCT 1105 Financial Accounting II | 4 |
| ACCT 1115 Computerized Accounting | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Payroll Accounting Specialist - PA61

## Technical Certificate of Credit

**Program Description:** The Payroll Accounting Specialist technical certificate provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics and basic computer use.

**Locations offered:**
Valdosta
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 17 |
|---|---|
| ACCT 1100 Financial Accounting I | 4 |
| ACCT 1105 Financial Accounting II | 4 |
| ACCT 1115 Computerized Accounting | 3 |
| ACCT 1130 Payroll Accounting | 3 |
| **Selection One of the Following (3 Hours)** | **6** |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| COLL 1010 College and Career Success Skills | 3 |

# Administrative Support Assistant - AS21

## Technical Certificate of Credit

**Program Description:** The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to microcomputers, word processing, and office procedures. The course prepares students for the MOS: Microsoft Office Word certification testing.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

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**Curriculum**

| Occupational Courses | 20 |
|---|---|
| BUSN 1240 Office Procedures | 3 |
| BUSN 1400 Word Processing | 4 |
| BUSN 1440 Document Production | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Occupational-Guided Elective (6 Hours) - XXXX xxxx** | **6** |

# Agribusiness Manager - AM21

## Technical Certificate of Credit

**Program Description:** The Agribusiness Manager Technical Certificate of Credit is designed to prepare students for employment in agribusiness operations. The program emphasizes agribusiness management, farm organization and management, agriculture policy, and issues of agriculture and natural resources.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 13 |
|---|---|
| AGRB 1100 Introduction to Agribusiness | 1 |
| AGRB 1110 Agribusiness Management | 3 |
| AGRB 2110 Farm Organization and Management | 3 |
| AGRB 2130 Agricultural Policy | 3 |
| AGRB 2140 Issues of Agriculture and Natural Resources | 3 |

# Business Management - MD12

# Diploma

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

Some assignments may require students to attend face-to-face sessions.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **39** |
| MGMT 1100 Principles of Management | 3 |
| MGMT 1105 Organizational Behavior | 3 |
| MGMT 1115 Leadership | 3 |
| MGMT 1120 Introduction to Business | 3 |
| MGMT 1125 Business Ethics | 3 |
| MGMT 2115 Human Resource Management | 3 |
| MGMT 2125 Performance Management | 3 |
| MGMT 2215 Team Project | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Electives** | **6** |
| **Choose One of the Following ( 3 Hours)** | **3** |
| ACCT 1100 Financial Accounting I | 4 |
| MGMT 1135 Managerial Account & Finance | 3 |
| **Choose One of the Following ( 3 Hours)** | **3** |
| MGMT 1110 Employment Rules & Regulations | 3 |
| MKTG 1130 Business Regulations and Compliance | 3 |

# Business Management - MD13

## Degree

**Program Description:** The Business Management program Degree is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management, Service Sector Management, or Human Resource Management.

Some assignments may require students to attend face-to-face sessions.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee
Cook

**Requirements:**

**Great Value Colleges logo**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 36 |
|---|---|
| MGMT 1100 Principles of Management | 3 |
| MGMT 1105 Organizational Behavior | 3 |
| MGMT 1115 Leadership | 3 |
| MGMT 1120 Introduction to Business | 3 |
| MGMT 1125 Business Ethics | 3 |
| MGMT 2115 Human Resource Management | 3 |
| MGMT 2125 Performance Management | 3 |
| MGMT 2215 Team Project | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Choose One of the Following ( 3 Hours)** | **3** |
| ACCT 1100 Financial Accounting I | 4 |
| MGMT 1135 Managerial Account & Finance | 3 |
| **Choose One of the Following ( 3 Hours)** | **3** |
| MGMT 1110 Employment Rules & Regulations | 3 |
| MKTG 1130 Business Regulations and Compliance | 3 |
| **XXXX xxxx General Education Elective** | **3** |

| Specializations – Choose One of the Following (12 Hours) | 12 |
|---|---|
| **81G3 - General Management Specialization (12 Hours)** | **12** |
| **XXXX xxxx General Education Core Elective** | **6** |
| **XXXX xxxx Occupational Elective** | **6** |
| **82H3 - Human Resources Management Specialization (12 hours)** | **12** |
| MGMT 2120 Labor Management Relations | 3 |
| MGMT 2130 Employee Training and Development | 3 |
| **XXXX xxxx Occupational Elective** | **3** |
| **Choose One of the Following (3 Hours)** | **3** |
| MGMT 2205 Service Sector Management | 3 |
| MGMT 2210 Project Management | 3 |
| MGMT 2220 Management Occupation-Based Instructions | 3 |
| **84S3 - Service Sector Management Specialization (12 hours)** | **12** |
| MGMT 2130 Employee Training and Development | 3 |
| MGMT 2140 Retail Management | 3 |
| MGMT 2205 Service Sector Management | 3 |
| **XXXX xxxx Occupational Elective** | **3** |
| **86L3 - Logistics Specialization (12 hours)** | **12** |
| LOGI 1000 Business Logistics | 3 |
| LOGI 1010 Purchasing | 3 |
| LOGI 1020 Materials Management | 3 |
| **XXXX xxxx Occupational Elective** | **3** |
| **8HP3 - Hospitality Operations Specialization (12 hours)** | **12** |
| HRTM 1100 Intro. to | 3 |

| | |
|---|---|
| Hotel/Restaurant/Tourism Management | |
| HRTM 1160 Food and Beverage Management | 3 |
| HRTM 1201 Hospitality Marketing | 3 |
| **XXXX xxxx Occupational Elective** | **3** |

# Logistics Specialist - LS21

## Technical Certificate of Credit

**Program Description:** The Logistics certificate program is a sequence of courses that are designed to prepare students for employment in the field of logistics. The program combines specific occupational courses in the area of logistics which are designed to provide an overview of the logistical process, purchasing, material management, and product life cycle management.

**Locations offered:**
Valdosta
Online
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 9 |
|---|---|
| LOGI 1000 Business Logistics | 3 |
| LOGI 1015 Purchasing and Materials Management | 3 |
| LOGI 1030 Product Lifecycle Management | 3 |

# Quality Assurance Professional - QA21

## Technical Certificate of Credit

**Program Description:** This program will acquaint the learner with the philosophy of Six Sigma and methodologies that will enable the student to utilize the skills to eliminate waste and improve efficiencies in the workplace. This certificate would equip individuals to function as the leader of a Six Sigma team in addition to their regular assigned duties. It will also prepare them to be able to sit for the Six Sigma Black Belt certification exam.

Some assignments may require students to attend face-to-face sessions.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 9 |
|---|---|
| MGMT 1340 Quality Assurance Philosophy | 3 |
| MGMT 1350 Quality Assurance Tools | 3 |
| MGMT 1360 Advanced Quality Assurance Process | 3 |

# Quality Assurance Specialist - QA31

## Technical Certificate of Credit

**Program Description:** This program will acquaint the learner with the philosophy of Six Sigma and methodologies that will enable the student to utilize the skills to eliminate waste and improve efficiencies in the workplace.

Some assignments may require students to attend face-to-face sessions.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 9 |
|---|---|
| MGMT 1310 Introduction to Quality Assurance | 3 |
| MGMT 1315 Define and Measure | 3 |
| MGMT 1320 Analyze, Improve, Control | 3 |

# Business and Customer Service Technology - BA21

## Technical Certificate of Credit

**Program Description:** The Business and Customer Service program is designed to introduce the student to the dynamics of providing exceptional customer service in a variety of customer service settings. The training includes an overview of the service industry, why service is important and the demand for skilled customer service representatives. Training also includes developing skills that help the learner: project the right image and develop interpersonal skills, build rapport, problem solve, address diversity, and work collaboratively. Learners also train on the Microsoft Window Environment and learn to produce documents in Microsoft Office applications.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

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**Curriculum**

| Occupational Courses | 9 |
|---|---|
| BCST 1000 Interpersonal Development | 2 |
| BCST 1010 Survey of Technology | 3 |
| BCST 1020 Office Management | 2 |
| BCST 1030 Advanced Office Management | 2 |

# Business Technology - BA22

# Diploma

**Program Description:** The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Administrative Technology Diploma with a specialization in one of the following: Business Assistant or Medical Administrative Assistant.

Some assignments may require students to attend face-to-face sessions.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores

or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| MATH 1011 Business Mathematics | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **18** |
| BUSN 1400 Word Processing | 4 |
| BUSN 1440 Document Production | 4 |
| BUSN 2190 Business Document Proofreading and Editing | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| ACCT 1100 Financial Accounting I | 4 |

| Specializations – Choose One of the Following (24 Hours) | 24 |
|---|---|
| **8BA2 - Business Administrative Assistant (24 Hours)** | **24** |
| BUSN 1190 Digital Technologies in Business | 2 |
| BUSN 1240 Office Procedures | 3 |
| BUSN 1430 Desktop Publication and Presentation Applications | 4 |
| BUSN 1410 Spreadsheet Concepts and Applications | 4 |
| BUSN 2210 Applied Office Procedures | 3 |
| BUSN 2160 Electronic Mail Applications | 2 |
| **XXXX xxxx Occupational Electives** | **6** |
| **8M12 - Medical Administrative Assistant (24 Hours)** | **24** |
| BUSN 2340 Medical Administrative Procedures | 4 |
| MAST 1120 Human Diseases | 3 |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| BUSN 2370 Medical Office Billing/Coding/Insurance | 3 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| **XXXX xxxx Occupational Electives** | **9** |

# Business Technology - BA23

# Degree

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

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics (3 hours)** | **3** |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 49 |
|---|---|
| BUSN 1190 Digital Technologies in Business | 2 |
| BUSN 1240 Office Procedures | 3 |
| BUSN 1400 Word Processing | 4 |
| BUSN 1410 Spreadsheet Concepts and Applications | 4 |
| BUSN 1420 Database Applications | 4 |
| BUSN 1430 Desktop Publication and Presentation Applications | 4 |
| BUSN 1440 Document Production | 4 |
| BUSN 2160 Electronic Mail Applications | 2 |
| BUSN 2190 Business Document Proofreading and Editing | 3 |
| BUSN 2210 Applied Office Procedures | 3 |
| MGMT 1100 Principles of Management | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| ACCT 1100 Financial Accounting I | 4 |
| **Choose One of the Following (6 Hours)** | **6** |
| BUSN 1100 Introduction to Keyboarding | 3 |
| BUSN 1300 Introduction to Business | 3 |
| BUSN 1340 Customer Service Effectiveness | 3 |
| BUSN 2240 Business Administration Assistant Internship I | 4 |
| BUSN 2250 Business Administration Assistant Internship II | 6 |
| BUSN 2320 Medical Document Processing and Transcription | 4 |
| BUSN 2340 Medical Administrative Procedures | 4 |
| BUSN 2370 Medical Office Billing/Coding/Insurance | 3 |
| BUSN 2380 Medical Administrative Assistant Internship I | 4 |

| | |
|---|---|
| HIMT 1150 Computer Applications in Healthcare | 3 |
| MGMT 1120 Introduction to Business | 3 |
| MGMT 1125 Business Ethics | 3 |
| MGMT 2215 Team Project | 3 |

# Certified Customer Service Specialist - CC81

## Technical Certificate of Credit

**Program Description:** The Certified Customer Service Specialist (CCSS) Technical Certificate of Credit program provides training in the core interpersonal and technical skills required to deliver exceptional customer service in a broad range of customer contact jobs.

This program is generally reserved for local area high schools only.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

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**Curriculum**

| Occupational Courses | 11 |
|---|---|
| MKTG 1161 Service Industry Business Environment | 2 |
| MKTG 1162 Customer Contact Skills | 4 |
| MKTG 1163 Computer Skills for Customer Service | 2 |
| MKTG 1164 Business Skills for the Customer | 2 |
| MKTG 1165 Personal Effectiveness in Customer Service | 1 |

# Design and Media Production Technology - DEM2 (Effective Fall 2020)

## Diploma

**Program Description:** Design and Media Production Technology prepares students for employment in a variety of media production industries. This program of study emphasizes hands on production in specialized areas. Graduates of the program receive a Design and Media Production diploma with specializations in Graphic Design and Prepress, Printing Operations, Web Interface Design, Computer Animation, Motion Graphics, Photography or Video Production.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **19** |
| DMPT 1000 Introduction to Design | 4 |
| DMPT 1005 Vector Graphics | 4 |
| DMPT 2930 Exit Review | 4 |
| DMPT 1010 Raster Imaging | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| CIST 1101 Working with Microsoft Windows | 3 |
| DMPT 1055 Introduction to Media Technology | 4 |
| **Specializations – Choose One of the Following (19 Hours)** | **19** |
| **8G12 - Graphic Design and Prepress Technician Specialization** | |
| DMPT 2100 Identity Design | 4 |
| DMPT 2105 Page Layout | 4 |
| DMPT 2120 Prepress and Output | 4 |
| **Choose Two of the Following (7 Hours) - DMPT xxxx or MKTG xxxx** | **7** |

| 8VP2 - Video and Film Production (19 Hours) | |
|---|---|
| DMPT 1600 Introduction to Video Production | 4 |
| DMPT 2600 Basic Video Editing | 4 |
| DMPT 2800 Intermediate Video Production | 4 |
| **Choose Two of the Following (7 Hours) - DMPT xxxx** | **7** |

# Entrepreneurship - EN11

# Technical Certificate of Credit

**Program Description:** This program generally prepares individuals to perform development, marketing, and management functions associated with owning and operating a business.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| MKTG 2210 Entrepreneurship | 6 |
| **Choose One of the Following (3 Hours)** | **3** |
| MGMT 1100 Principles of Management | 3 |
| MKTG 2010 Small Business Management | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| MKTG 1130 Business Regulations and Compliance | 3 |
| ACCT 2140 Legal Environment of Business | 3 |

# Microsoft Office Application Professional - MF41

## Technical Certificate of Credit

**Program Description:** The Microsoft Office Applications Professional 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 as well as to prepare students for Microsoft Certified Application Specialist (MCAS) certification. Graduates of the program receive a Microsoft Office Applications Professional Technical Certificate of Credit.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

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**Curriculum**

| Occupational Courses | 22 |
|---|---|
| BUSN 1400 Word Processing | 4 |
| BUSN 1410 Spreadsheet Concepts and Applications | 4 |
| BUSN 1420 Database Applications | 4 |
| BUSN 1430 Desktop Publication and Presentation Applications | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Elective** | **3** |

# Small Business Ownership - SBO1

## Technical Certificate of Credit

**Program Description:** 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.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of $10^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 15 |
|---|---|
| ACCT 1140 Small Business Accounting | 3 |
| MKTG 2010 Small Business Management | 3 |
| MKTG 2210 Entrepreneurship | 6 |
| ACCT 1145 Small Business Accounting and Finance | 3 |

# Supervisor/Management Specialist - SS31

## Technical Certificate of Credit

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

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| MGMT 1100 Principles of Management | 3 |
| MGMT 1115 Leadership | 3 |
| MGMT 2115 Human Resource Management | 3 |
| MGMT 1110 Employment Rules & Regulations | 3 |

# Technical Specialist - TC31

# Technical Certificate of Credit

**Program Description:** The purpose of this certificate is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| | |
|---|---|
| **General Core Courses** | **24** |
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 6 Hours** | **6** |
| **Area III - Natural Sciences/Mathematics - Complete 3 Hours** | **3** |
| **Area IV - Humanities/Fine Arts - Complete 6 Hours** | **6** |
| **General Education Core Elective - Choose One of the Following (6 Hours)** | **6** |
| **Occupational Courses** | **9** |
| **Advisor Guided Electives (9 Hours)** | **9** |

# Computer Programming - CP23

## Degree

**Program Description:** The Computer Programming 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 English/humanities/fine arts, social/behavioral sciences, and natural sciences/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 Programming Associate of Applied Science degree and are qualified for employment as computer programmers.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 30 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1305 Program Design and Development | 3 |
| CIST 1510 Web Development I | 3 |
| CIST 2921 IT Analysis, Design, and Project Management | 4 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Elective (6 Hours)** | **6** |
| **Choose One of the Following (3 Hours)** | **3** |
| BUSN 1300 Introduction to Business | 3 |
| MGMT 1120 Introduction to Business | 3 |
| ACCT 1100 Financial Accounting I | 4 |
| **Structured Query Language - Choose One of the Following (4 Hours)** | **4** |
| CIST 1210 Introduction to Oracle Databases | 4 |
| CIST 1220 Structured Query Language (SQL) | 4 |

| Programming Language Courses - Complete 20 Hours w/a minimum of 8 Hours in Tier II (20 Hours) | 20 |
|---|---|
| **Programming Language Tier I - Choose Three of the Following (12 Hours)** | **12** |
| CIST 2311 Visual Basic I | 4 |
| CIST 2341 C# Programming I | 4 |
| CIST 2371 Java Programming I | 4 |
| CIST 2351 PHP Programming I | 4 |
| CIST 2361 C++ Programming I | 4 |
| CIST 2381 Mobile Application Development | 4 |
| CIST 2580 Interactive and Social Applications Integration | 4 |
| **Programming Language Tier II - Choose Two of the Following (8 Hours)** | **8** |
| CIST 2312 Visual Basic II | 4 |
| CIST 2342 C# Programming II | 4 |
| CIST 2352 PHP Programming II | 4 |
| CIST 2362 C++ Programming II | 4 |
| CIST 2372 Java Programming II | 4 |
| CIST 2373 Java Programming III | 4 |

# Computer Programming - CP24

## Diploma

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

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Occupational Courses** | **24** |
| CIST 1001 Computer Concepts | 4 |
| CIST 1305 Program Design and Development | 3 |
| CIST 1510 Web Development I | 3 |
| CIST 2921 IT Analysis, Design, and Project Management | 4 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |
| **Structured Query Language - Choose One of the Following (4 Hours)** | **4** |
| CIST 1210 Introduction to Oracle Databases | 4 |
| CIST 1220 Structured Query Language (SQL) | 4 |
| **Programming Language Courses - Complete 20 Hours w/a minimum of 8 Hours in Tier II (20 Hours)** | **20** |
| **Programming Language Tier I - Choose Three of the Following (12 Hours)** | **12** |
| CIST 2311 Visual Basic I | 4 |
| CIST 2371 Java Programming I | 4 |
| CIST 2341 C# Programming I | 4 |
| CIST 2351 PHP Programming I | 4 |
| CIST 2361 C++ Programming I | 4 |
| CIST 2381 Mobile Application Development | 4 |
| CIST 2580 Interactive and Social Applications Integration | 4 |
| **Programming Language Tier II - Choose Two of the Following (8 Hours)** | **3** |
| CIST 2312 Visual Basic II | 4 |
| CIST 2342 C# Programming II | 4 |
| CIST 2372 Java Programming II | 4 |
| CIST 2373 Java Programming III | 4 |
| CIST 2362 C++ Programming II | 4 |
| CIST 2352 PHP Programming II | 4 |

# Computer Support Specialist - CS14

## Diploma

**Program Description:** The Computer Information Systems Computer Support Specialist diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialist.

**Locations offered:**
Valdosta
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 48 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1130 Operating Systems Concepts | 3 |
| CIST 1305 Program Design and Development | 3 |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| CIST 1601 Information Security Fundamentals | 3 |
| CIST 2921 IT Analysis, Design, and Project Management | 4 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Electives (12 Hours)** | **12** |
| **Introductory Networking Course - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| CIST 2441 Network Home and Small Business | 4 |
| CIST 2451 Cisco Network Fundamentals | 4 |
| **CIS Guided Office Productivity Course - Choose One of the Following (4 Hours)** | **4** |
| CIST 1200 Database Management | 4 |
| CIST 2120 Using Application Software | 4 |
| **CIS Database Elective Course - Choose One of the Following (4 Hours)** | **4** |
| CIST 1220 Structured Query Language (SQL) | 4 |
| CIST 2222 Administering Microsoft SQL Server | 4 |
| CIST 2224 Designing and Implementing Databases w/ Microsoft | 4 |

# Computer Support Specialist - CS23

## Degree

**Program Description:** The Computer Information Systems Computer Support Specialist degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialist.

**Locations offered:**
Valdosta
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area III - Natural Sciences/Mathematics - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 48 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1130 Operating Systems Concepts | 3 |
| CIST 1305 Program Design and Development | 3 |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| CIST 1601 Information Security Fundamentals | 3 |
| CIST 2921 IT Analysis, Design, and Project Management | 4 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Electives (12 Hours)** | **12** |
| **Introductory Networking Course - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| CIST 2441 Network Home and Small Business | 4 |
| CIST 2451 Cisco Network Fundamentals | 4 |
| **CIS Guided Office Productivity Course - Choose One of the Following (4 Hours)** | **4** |
| CIST 1200 Database Management | 4 |
| CIST 2120 Using Application Software | 4 |
| **CIS Database Elective Course - Choose One of the Following (4 Hours)** | **4** |
| CIST 1220 Structured Query Language (SQL) | 4 |
| CIST 2222 Administering Microsoft SQL Server | 4 |
| CIST 2224 Designing and Implementing Databases w/ Microsoft | 4 |

# Cybersecurity - IS12

# Diploma

**Program Description:** The Computer Information Systems Cybersecurity diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Information Security Specialist.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 49 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| CIST 1601 Information Security Fundamentals | 3 |
| CIST 1602 Security Policies and Procedures | 3 |
| CIST 2601 Implementing Operation Systems Security | 4 |
| CIST 2602 Network Security | 4 |
| CIST 2611 Implementing Internet/Intranet Firewalls | 4 |
| CIST 2612 Computer Forensics | 4 |
| CIST 2613 Ethical Hacking and Penetration Testing | 4 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx CIS Networking Occupational Electives (8 Hours)** | **8** |
| **Introductory Level Networking Course - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| CIST 2441 Network Home and Small Business | 4 |
| CIST 2451 Cisco Network Fundamentals | 4 |

# Cybersecurity - IS23

# Degree

**Program Description:** The Computer Information Systems Information Security Specialist degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Information Security Specialist.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 57 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| CIST 1601 Information Security Fundamentals | 3 |
| CIST 1602 Security Policies and Procedures | 3 |
| CIST 2601 Implementing Operation Systems Security | 4 |
| CIST 2602 Network Security | 4 |
| CIST 2611 Implementing Internet/Intranet Firewalls | 4 |
| CIST 2612 Computer Forensics | 4 |
| CIST 2613 Ethical Hacking and Penetration Testing | 4 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx CIS Networking Occupational Electives (12 Hours)** | **12** |
| **XXXX xxxx Occupational Elective (4 Hours)** | **4** |
| **Introductory Level Networking Course - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| CIST 2441 Network Home and Small Business | 4 |
| CIST 2451 Cisco Network Fundamentals | 4 |

# Cybersecurity - IS81

# Technical Certificate of Credit

**Program Description:** The Information Security Specialist certificate is designed to give students the knowledge they need to understand and maintain computer information systems security.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 26 |
|---|---|
| CIST 1601 Information Security Fundamentals | 3 |
| CIST 1602 Security Policies and Procedures | 3 |
| CIST 2601 Implementing Operation Systems Security | 4 |
| CIST 2602 Network Security | 4 |
| CIST 2611 Implementing Internet/Intranet Firewalls | 4 |
| CIST 2612 Computer Forensics | 4 |
| CIST 2613 Ethical Hacking and Penetration Testing | 4 |

# Design and Media Production Technology - DAM3 (Effective Fall 2020)

## Degree

**Program Description:** Design and Media Production Technology prepares students for employment in a variety of media production industries. The program emphasizes hands on production in the following specialized areas: Computer Animation, Graphic Design and Prepress, Motion Graphics, Photography, Video Production, and Web Interface Design.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II- Social/Behavior Science- Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 19 |
|---|---|
| DMPT 1000 Introduction to Design | 4 |
| DMPT 1005 Vector Graphics | 4 |
| DMPT 1010 Raster Imaging | 4 |
| DMPT 2930 Exit Review | 4 |
| **Technology Cluster- Choose One of the Following (3 Hours)** | **3** |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| CIST 1101 Working with Microsoft Windows | 3 |
| DMPT 1055 Introduction to Media Technology | 4 |

| Specializations – Choose One of the Following (27 Hours) | 27 |
|---|---|

| 8G13 - Graphic Design and Prepress (27 Hours) | |
|---|---|
| DMPT 2100 Identity Design | 4 |
| DMPT 2105 Page Layout | 4 |
| DMPT 2110 Publication Design | 4 |
| DMPT 2115 Advertising and Promotional Design | 4 |
| DMPT 2120 Prepress and Output | 4 |
| DMPT 2905 Practicum/Internship II | 4 |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |

| 8VP3 - Video and Film Production (27 Hours) | |
|---|---|
| DMPT 1600 Introduction to Video Production | 4 |
| DMPT 2600 Basic Video Editing | 4 |
| DMPT 2615 Intermediate Video Editing | |
| DMPT 2800 Intermediate Video Production | 4 |
| DMPT 2805 Narrative Filmmaking | |
| DMPT 2810 Documentary Filmmaking | |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |

# Digital Media Technology (TV) - DMT2 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE FALL 2019)

## Diploma

**Program Description:** The Digital Media Technology diploma program is designed to provide training in the emerging field of digital media production and editing. Individuals enrolled in the program will work with state of the art digital video production studio equipment and digital editing software programs to develop skills in digital video production, post production editing, and animation graphics.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| PSYC 1010 Basic Psychology | 3 |

| Occupational Courses | 45 |
|---|---|
| DMPT 1000 Introduction to Design | 4 |
| DIMT 1100 History of Mass Communication | 3 |
| DIMT 1120 Pre-Production | 4 |
| DIMT 1130 Introduction to Videography | 3 |
| DIMT 2100 Videography | 4 |
| DIMT 2160 Broadcast News | 4 |
| TVPT 2525 Writing for Broadcast | 4 |
| DIMT 2800 Digital Media Exit Review | 4 |
| CIST 1530 Web Graphics I | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Occupational Elective - Choose Two of the Following (6 Hours)** | **6** |
| DIMT 2150 Lighting | 3 |
| DIMT 2170 Introduction to Directing | 3 |
| DMPT 2600 Basic Video Editing | 4 |
| **Exit Option - Choose One of the Following (3 Hours)** | **3** |
| CIST 2531 Web Graphics II | 3 |
| DMPT 2900 Practicum/Internship I | 3 |

# Digital Media Technology (TV) - DMT3 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE FALL 2019)

## Degree

**Program Description:** The Digital Media Technology Associate of Applied Science Degree program is designed to provide training in the emerging field of digital media production and editing. Individuals enrolled in the program will work with state of the art digital video production studio equipment and digital editing software programs to develop skills in digital video production, post production editing, and animation graphics.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 45 |
|---|---|
| DMPT 1000 Introduction to Design | 4 |
| DIMT 1100 History of Mass Communication | 3 |
| DIMT 1120 Pre-Production | 4 |
| DIMT 1130 Introduction to Videography | 3 |
| DIMT 2100 Videography | 4 |
| DIMT 2160 Broadcast News | 4 |
| TVPT 2525 Writing for Broadcast | 4 |
| DIMT 2800 Digital Media Exit Review | 4 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| CIST 1530 Web Graphics I | 3 |
| **Occupational Elective - Choose Two of the Following (6 Hours)** | **6** |
| DIMT 2150 Lighting | 3 |
| DIMT 2170 Introduction to Directing | 3 |
| DMPT 2600 Basic Video Editing | 4 |
| **Exit Option - Choose One of the Following (3 Hours)** | **3** |
| CIST 2531 Web Graphics II | 3 |
| DMPT 2900 Practicum/Internship I | 3 |

# Dual Enrollment CompTIA A+ Certified Preparation - MC51

## Technical Certificate of Credit

**Program Description:** The CompTIA A+ Certified Preparation technical certificate of credit program is designed to provide computer users with the basic entry-level skills working toward CompTia A+ certification.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| | |
|---|---|
| **General Core Courses** | **3** |
| ENGL 1010 Fundamentals of English I | 3 |
| **Occupational Courses** | **10** |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |

# Dual Enrollment Help Desk Specialist - MOH1

## Technical Certificate of Credit

**Program Description:** 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.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 3 |
|---|---|
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 25 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| CIST 2130 Desktop Support Concepts | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Occupational Elective - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| CIST 2441 Network Home and Small Business | 4 |
| CIST 2451 Cisco Network Fundamentals | 4 |
| **XXXX xxxx CIST Operating Systems Elective (3 Hours)** | **3** |
| **XXXX xxxx Occupational Elective (4 Hours)** | **4** |

# Dual Enrollment Microsoft Network Administrator - MO11

## Technical Certificate of Credit

**Program Description:** The Microsoft Network Administrator 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 IP Professional (MCITP) networking exam. Hands-on labs provide students with real world simulations.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Course | 3 |
|---|---|
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 16 |
|---|---|
| CIST 2411 Microsoft Client | 4 |
| CIST 2412 Microsoft Server Directory Services | 4 |
| CIST 2413 Microsoft Server Infrastructure | 4 |
| CIST 2414 Microsoft Server Administrator | 4 |

# Game Development - GD11

# Technical Certificate of Credit

**Program Description:** Students will be able to create 3D graphics assets for many different types of digital media. They will be able to self-publish through various websites or work for graphic studios.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 20 |
|---|---|
| CIST 2730 Introduction to 3D Animation | 4 |
| CIST 2732 3D Character Animation | 4 |
| CIST 2733 3D Graphics for Gaming I | 4 |
| **Choose One of the Following (4 Hours)** | **8** |
| CIST 2731 Intermediate 3D Animation | 4 |
| CIST 2736 Introduction to Motion Capture | 4 |

# Gaming Development - CSD4

# Diploma

**Program Description:** Game Development is the academic field focused on the creation of electronic games. The field includes interactive graphics/animation programming, fundamental computer science, game design, studio art, electronic art, narrative storytelling, and critical game studies.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| MATH 1012 Foundations of Mathematics | 3 |
| ENGL 1010 Fundamentals of English I | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 45 |
|---|---|
| CIST 1305 Program Design and Development | 3 |
| CIST 1001 Computer Concepts | 4 |
| CIST 2740 Introduction to Game Development | 4 |
| CIST 2741 Advanced Game Development | 3 |
| **Programming Elective - Choose One of the Following (4 Hours)** | **4** |
| CIST 2311 Visual Basic I | 4 |
| CIST 2341 C# Programming I | 4 |
| CIST 2351 PHP Programming I | 4 |
| CIST 2361 C++ Programming I | 4 |
| CIST 2371 Java Programming I | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **83A2 - 3D Gaming Animation (24 Hours)** | **24** |
| CIST 2730 Introduction to 3D Animation | 4 |
| CIST 2731 Intermediate 3D Animation | 4 |
| CIST 2732 3D Character Animation | 4 |
| CIST 2733 3D Graphics for Gaming I | 4 |
| CIST 2734 3D Graphics for Gaming II | 4 |
| CIST 2736 Introduction to Motion Capture | 4 |

# Gaming Development - CSD3

# Degree

**Program Description:** Game Development is the academic field focused on the creation of electronic games. The field includes interactive graphics/animation programming, fundamental computer science, game design, studio art, electronic art, narrative storytelling, and critical game studies.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 51 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1130 Operating Systems Concepts | 3 |
| CIST 1305 Program Design and Development | 3 |
| CIST 2740 Introduction to Game Development | 4 |
| CIST 2741 Advanced Game Development | 3 |
| **XXXX xxxx Occupational Electives (3 Hours)** | **3** |
| **Programming Elective - Choose One of the Following (4 Hours)** | **4** |
| CIST 2311 Visual Basic I | 4 |
| CIST 2341 C# Programming I | 4 |
| CIST 2351 PHP Programming I | 4 |
| CIST 2371 Java Programming I | 4 |
| CIST 2361 C++ Programming I | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **83G3 - 3D Gaming Animation (24 Hours)** | **24** |
| CIST 2730 Introduction to 3D Animation | 4 |
| CIST 2731 Intermediate 3D Animation | 4 |
| CIST 2732 3D Character Animation | 4 |
| CIST 2733 3D Graphics for Gaming I | 4 |
| CIST 2734 3D Graphics for Gaming II | 4 |
| CIST 2736 Introduction to Motion Capture | 4 |

# Graphic Design and Prepress Technician - GD21

## Technical Certificate of Credit

**Program Description:** We are no longer accepting students into this program.

The Graphic Design & Prepress Technician certificate provides students with the fundamental skills required for graphic design, image editing, and prepress production.

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 23 |
|---|---|
| DMPT 1000 Introduction to Design | 4 |
| DMPT 1005 Vector Graphics | 4 |
| DMPT 1010 Raster Imaging | 4 |
| DMPT 2105 Page Layout | 4 |
| DMPT 2120 Prepress and Output | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| DMPT 1055 Introduction to Media Technology | 4 |
| CIST 1101 Working with Microsoft Windows | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Graphic Design Assistant - GDA1

## Technical Certificate of Credit

**Program Description:** The most effective way to get messages across in print and electronic media using color, type, illustration, images, animation, and various print and layout techniques. Designers also select the size and arrangement of the different elements on the page or screen. In printing and publishing firms, graphic designers also may assist the printers by selecting the type of paper and ink for the publication and reviewing the mock-up design for errors before final publication.

**Locations offered:**
High School

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| DMPT 1000 Introduction to Design | 4 |
| DMPT 1005 Vector Graphics | 4 |
| DMPT 1010 Raster Imaging | 4 |

# Help Desk Specialist - HD41

# Technical Certificate of Credit

**Program Description:** The Help Desk Specialist Technical Certificate of Credit program teaches how to maintain and troubleshoot computer hardware and software and be a support person to handle calls from customers.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 25 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| CIST 2130 Desktop Support Concepts | 3 |
| **Occupational Elective - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| CIST 2441 Network Home and Small Business | 4 |
| CIST 2451 Cisco Network Fundamentals | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Operating Systems Elective (3 Hours)** | **3** |
| **XXXX xxxx Occupational Elective (4 Hours)** | **4** |

# Networking Specialist - NS13

# Degree

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

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 51 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1130 Operating Systems Concepts | 3 |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Electives (14 Hours)** | **14** |
| **XXXX xxxx CIST Security Course (3 Hours)** | **3** |
| **Introductory Level Networking Class - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| CIST 2451 Cisco Network Fundamentals | 4 |
| **8M13 - Microsoft Specialization (16 Hours)** | **16** |
| CIST 2411 Microsoft Client | 4 |
| CIST 2412 Microsoft Server Directory Services | 4 |
| CIST 2413 Microsoft Server Infrastructure | 4 |
| **XXXX xxxx MS Elective (4 Hours)** | |

# Networking Specialist - NS14

# Diploma

**Program Description:** The Computer Information Systems Networking Specialist Diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| | |
|---|---|
| **General Core Courses** | **8** |
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Occupational Courses** | **46** |
| CIST 1001 Computer Concepts | 4 |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| CIST 1130 Operating Systems Concepts | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Electives (9Hours)** | **9** |
| **XXXX xxxx CIST Security Course (3 Hours)** | **3** |
| **Introductory Level Networking Class - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| CIST 2451 Cisco Network Fundamentals | 4 |
| CIST 2441 Network Home and Small Business | 4 |
| **8M42 - Microsoft Specialization (16 Hours)** | **16** |
| CIST 2411 Microsoft Client | 4 |
| CIST 2412 Microsoft Server Directory Services | 4 |
| CIST 2413 Microsoft Server Infrastructure | 4 |
| **XXXX xxxx MS Elective (4 Hours)** | |

# PC Repair and Network Technician - PR21

## Technical Certificate of Credit

**Program Description:** The PC Repair and Network Technician certificate prepares the student with the skills needed to perform personal computer troubleshooting and repair.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 18 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| **Occupational Elective - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| CIST 2441 Network Home and Small Business | 4 |
| CIST 2451 Cisco Network Fundamentals | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx CIST Operating Systems Elective (3 Hours)** | **3** |

# Video Specialist - VS21

# Technical Certificate of Credit

**Program Description:** The Video Specialist Technical Certificate of Credit program is designed for students to learn the fundamental techniques of video production. Students will be trained in pre-production, production, post-production and script writing to create a complete video from start to finish. Students will obtain the essential knowledge to gain employment in an entry-level video production job.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 17 |
|---|---|
| DIMT 1100 History of Mass Communication | 3 |
| DIMT 1120 Pre-Production | 4 |
| DIMT 1130 Introduction to Videography | 3 |
| DIMT 2100 Videography | 4 |
| DIMT 2150 Lighting | 3 |

# Web and Mobile Application Development - WAM1

## Technical Certificate of Credit

**Program Description:** The Web and Mobile Application Development Technical Certificate of Credit is designed to prepare students for entry level web and app development.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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

**Curriculum**

| Occupational Courses | 9 |
|---|---|
| CIST 1305 Program Design and Development | 3 |
| CIST 1510 Web Development I | 3 |
| CIST 1520 Scripting Technologies | 3 |

# Web Application Developer - IB71

## Technical Certificate of Credit

**Program Description:** The Web Application and Services Developer Certificate teaches students to develop web sites which include front end scripting and back end server programs. This training includes both Microsoft based and open source web programming techniques. In addition, students learn to provide interactivity to databases and web services. The purpose of this certificate is to provide training opportunities for persons already either employed in the IT industry or have already have IT training to upgrade their skill with advanced courses and skills.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 35 |
|---|---|
| CIST 1305 Program Design and Development | 3 |
| CIST 1510 Web Development I | 3 |
| CIST 1520 Scripting Technologies | 3 |
| CIST 1601 Information Security Fundamentals | 3 |
| CIST 2510 Web Technologies | 3 |
| **SQL Option - Choose Two of the Following (4 Hours)** | **4** |
| CIST 1210 Introduction to Oracle Databases | 4 |
| CIST 1220 Structured Query Language (SQL) | 4 |
| **Web Technology Options - Choose Two of the Following (8 Hours)** | **8** |
| CIST 2560 Web Application Programming I | 4 |
| CIST 2570 Open Source Web Application Programming I | 4 |
| CIST 2381 Mobile Application Development | 4 |
| CIST 2371 Java Programming I | 4 |
| CIST 2311 Visual Basic I | 4 |
| CIST 2351 PHP Programming I | 4 |
| CIST 2341 C# Programming I | 4 |
| **Web Programming Options - Choose Two of the Following (8 Hours)** | **8** |
| CIST 2571 Open Source Web Application Programming II | 4 |
| CIST 2372 Java Programming II | 4 |
| CIST 2312 Visual Basic II | 4 |
| CIST 2352 PHP Programming II | 4 |
| CIST 2342 C# Programming II | 4 |
| CIST 2580 Interactive and Social Applications Integration | 4 |

| | |
|---|---|
| CIST 2313 Visual Basic III | 4 |
| CIST 2373 Java Programming III | 4 |
| CIST 2343 C# Programming III | 4 |

# Web Site Design - IS53

# Degree

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

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **Additional General Education Core Elective** | **3** |

| Occupational Courses | 49 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1305 Program Design and Development | 3 |
| CIST 1220 Structured Query Language (SQL) | 4 |
| CIST 1510 Web Development I | 3 |
| CIST 1520 Scripting Technologies | 3 |
| CIST 1530 Web Graphics I | 3 |
| CIST 1601 Information Security Fundamentals | 3 |
| CIST 2510 Web Technologies | 3 |
| CIST 1540 Web Animation I | 3 |
| CIST 2531 Web Graphics II | 3 |
| CIST 2550 Web Development II | 3 |
| CIST 2921 IT Analysis, Design, and Project Management | 4 |
| **Occupational Elective - Choose One of the Following (4 Hours)** | **4** |
| CIST 2311 Visual Basic I | 4 |
| CIST 2341 C# Programming I | 4 |
| CIST 2351 PHP Programming I | 4 |
| CIST 2371 Java Programming I | 4 |
| CIST 2381 Mobile Application Development | 4 |
| CIST 2560 Web Application Programming I | 4 |
| CIST 2570 Open Source Web Application Programming I | 4 |
| CIST 2580 Interactive and Social Applications Integration | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| CIST 2950 Web Systems Project | 3 |
| CIST 2991 CIST Internship I | 3 |

# Web Site Design - IS64

# Diploma

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

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 46 |
|---|---|
| CIST 1001 Computer Concepts | 4 |
| CIST 1305 Program Design and Development | 3 |
| CIST 1220 Structured Query Language (SQL) | 4 |
| CIST 1510 Web Development I | 3 |
| CIST 1520 Scripting Technologies | 3 |
| CIST 1530 Web Graphics I | 3 |
| CIST 1601 Information Security Fundamentals | 3 |
| CIST 2510 Web Technologies | 3 |
| CIST 1540 Web Animation I | 3 |
| CIST 2531 Web Graphics II | 3 |
| CIST 2550 Web Development II | 3 |
| CIST 2921 IT Analysis, Design, and Project Management | 4 |
| **Occupational Elective - Choose One of the Following (4 Hours)** | **4** |
| CIST 2311 Visual Basic I | 4 |
| CIST 2341 C# Programming I | 4 |
| CIST 2351 PHP Programming I | 4 |
| CIST 2371 Java Programming I | 4 |
| CIST 2381 Mobile Application Development | 4 |
| CIST 2560 Web Application Programming I | 4 |
| CIST 2570 Open Source Web Application Programming I | 4 |
| CIST 2580 Interactive and Social Applications Integration | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and | 3 |

Computer Application

# Health Information Management Coding - HI12

## Diploma

**Program Description:** The Health Information Coding diploma prepares students to be medical coders and billers to classify medical records according to accepted standards. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. The program offers training in anatomy and physiology, medical terminology, diagnostic coding, and medical procedural coding.

The Health Information Coding program is also offered mostly online. However, there are some courses in which students are required to attend face-to-face.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145
- 5 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Additional Program Requirements:**

- Students registering for this program on the Ben Hill-Irwin, Coffee, or Cook campuses will be required to attend the Valdosta campus to complete some course requirements.

**This program qualifies for the HOPE Career Grant.**

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| MATH 1012 Foundations of Mathematics | 3 |
| MATH 1013 Algebraic Concepts | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| PSYC 1010 Basic Psychology | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 40 |
|---|---|
| MAST 1120 Human Diseases | 3 |
| ALHS 1011 Structure and Function of the Human Body | 5 |
| HIMT 1100 Introduction to Health Information Technology | 3 |
| HIMT 1150 Computer Applications in Healthcare | 3 |
| HIMT 1200 Legal Aspects of Healthcare | 3 |
| HIMT 1250 Health Record Content and Structure | 2 |
| HIMT 1350 Pharmacotherapy | 2 |
| HIMT 1400 Coding and Classification - ICD Basic | 4 |
| HIMT 1410 Coding and Classification -ICD Advanced | 3 |
| HIMT 2400 Coding and Classification - CPT/HCPCS | 3 |
| HIMT 2410 Revenue Cycle Management | 3 |
| HIMT 2500 Certification Seminar | 4 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |

# Health Information Management Technology - HI13

## Degree

**Program Description:** The Health Information Technology degree program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal accreditation, licensure and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Additional Program Requirements:**

- Physical examination, up-to-date immunizations, criminal background check and drug screen required prior to start of clinical rotation.
- Students registering for this program on the Ben Hill-Irwin, Coffee, or Cook campuses will be required to attend the Valdosta Campus to complete some course requirements.

The Health Information Management Technology program at Wiregrass Georgia Technical College is accredited by the Commission on Accreditation for Health Informatics and Information Education (CAHIIM). Upon graduation from a CAHIIM accredited HIT program, students will be eligible to sit for the RHIT a national examination through the American Health Information Management Association (AHIMA). The last Annual Program Assessment was approved April 19, 2019.

**Program Outcomes:**

- 80% of Wiregrass Georgia Technical College HIMT graduates pass the RHIT certification exam on the first attempt. Pass rate for first time test takers for 2018-2019 is 100%
- For Academic Year 2018 the HIMT Degree program had 83.8% Graduation Rate.
- For Academic Year 2018 the HIMT Degree program had a 16% attrition rate.

**Curriculum**

| | |
|---|---|
| **General Core Courses** | **15** |
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Complete 3 Hours** | **3** |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 51 |
|---|---|
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113L Anatomy and Physiology I Lab | 1 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| MAST 1120 Human Diseases | 3 |
| HIMT 1100 Introduction to Health Information Technology | 3 |
| HIMT 1150 Computer Applications in Healthcare | 3 |
| HIMT 1200 Legal Aspects of Healthcare | 3 |
| HIMT 1250 Health Record Content and Structure | 2 |
| HIMT 1350 Pharmacotherapy | 2 |
| HIMT 1400 Coding and Classification - ICD Basic | 4 |
| HIMT 1410 Coding and Classification -ICD Advanced | 3 |
| HIMT 2150 Healthcare Statistics | 3 |
| HIMT 2200 Performance Improvement | 3 |
| HIMT 2300 Healthcare Management | 3 |
| HIMT 2400 Coding and Classification - CPT/HCPCS | 3 |
| HIMT 2410 Revenue Cycle Management | 3 |
| HIMT 2460 Health Information Technology Practicum | 3 |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |

# Health Information Specialist - HMC1

## Technical Certificate of Credit

**Program Description:** Health information management (HIM) is the practice of acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care. It is a combination of business, science, and information technology. HIM professionals are trained technology applications and understand the workflow in any healthcare provider organization. They are vital to the daily operations management of health information and electronic health records (EHRs). They ensure a patient's health information and records are complete, accurate, and protected. Health information management (HIM) professionals work in a variety of different settings and job titles and they connect clinical, operational, and administrative functions. HIM professionals work on the classification of diseases and treatments to ensure they are standardized for clinical, financial, and legal uses in healthcare. Health information professionals care for patients by caring for their medical data. They are responsible for the quality, integrity, and protection of patient's health information.

**Locations offered:**
Online
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 10 |
|---|---|
| HIMT 1100 Introduction to Health Information Technology | 3 |
| HIMT 1200 Legal Aspects of Healthcare | 3 |
| HIMT 1250 Health Record Content and Structure | 2 |
| **Choose One of the Following (2 Hours)** | **2** |
| ALHS 1090 Medical Terminology for Allied Health Sciences | 2 |
| HIMT 1150 Computer Applications in Healthcare | 3 |

# Early College Essentials - EC21

## Technical Certificate of Credit

**Program Description:** This Technical Certificate of Credit is designed for a cooperative agreement between technical colleges and four-year colleges/universities in the area. These students have been identified as capable of performing academically at the college level and some are disengaged at the high school and are at risk of dropping out.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable

- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**This program is only offered to dual enrollment students.**

**Curriculum**

| General Core Courses | 18 |
|---|---|
| ENGL 1101 Composition and Rhetoric | 3 |
| **General Education Core Courses - Complete 15 Hours** | **12** |
| **Course Elective** | **3** |

# General Studies - Associate of Science - AB73

## Degree

**Program Description:** The Associate of Science degree in General Studies prepares students to pursue a four-year degree or for careers in multiple fields of studies. Graduates develop academic and professional knowledge and skills necessary to succeed in the profession of their choice or to further their education at a four-year university.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

- This program transfers in full to Fort Valley State University (FVSU). Please review the agreement detailing the partnership between FVSU and WGTC. [75]

**Curriculum**

| General Core Courses | 48 |
|---|---|
| **Area I - Language Arts/Communication - Complete 6 Hours** | **6** |
| ENGL 1101 Composition and Rhetoric | 3 |
| ENGL 1102 Literature and Composition | 3 |
| **Area II - Social/Behavior Science - Complete 12 Hours** | **12** |
| POLS 1101 American Government | 3 |
| **Choose One of the Following (3 Hours)** | |
| HIST 2111 U.S. History I | 3 |
| HIST 2112 U.S. History II | 3 |
| **XXXX xxxx - Complete Two Social/Behavior Science Electives (Choose 6 Hours in ECON, HIST, PSYC, or SOCI Course)** | **6** |
| **Area III - Natural Sciences/Mathematics - Complete 10 Hours** | **10** |
| **MATH 11xx - Degree Level Math Course (3 Hours)** | |
| **XXXX xxxx - Complete One of the following Lab Science Sequences ( 4 Hours)** | |
| BIOL 1111 Biology I | 3 |
| BIOL 1111L Biology Lab I | 1 |
| BIOL 1112 Biology II | 3 |
| BIOL 1112L Biology Lab II | 1 |
| CHEM 1211 Chemistry I | 3 |
| CHEM 1211L Chemistry I Lab | 1 |
| PHYS 1110 Conceptual Physics | 3 |
| PHYS 1110L Conceptual Physics Lab | 1 |
| PHYS 1111 Introductory Physics I | 3 |
| PHYS 1111L Introductory Physics I Lab | 1 |
| **XXXX xxxx -Choose an additional science course/corresponding lab from** | |

| | |
|---|---|
| **above OR any MATH elective (3 to 4 Hours)** | |
| **Area IV - Humanities/Fine Arts - Complete 6 Hours** | **6** |
| ARTS 1101 Art Appreciation | 3 |
| ENGL 2110 World Literature | 3 |
| ENGL 2130 American Literature | 3 |
| HUMN 1101 Introduction to Humanities | 3 |
| MUSC 1101 Music Appreciation | 3 |
| SPAN 1101 Introduction to Spanish Language and Culture I | 3 |
| **General Education Core Elective - Complete 3 Hours** | **3** |
| **Area V - Institutional Options - Complete 5 Hours** | **5** |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Program Specific Electives** | **18** |
| **XXXX xxxx - Student may select any 1000 and 2000 level courses related to major (18 Hours)** | **18** |

# Programs in Professional Services

## Barbering

Barber II - BI31
Barbering - BA12
Barbering Assistant - BA71
Barbering Assistant I - BST1
Barbering for Cosmetologists - BF21

## Commercial Truck Driving

Commercial Truck Driving - CT61

## Cosmetology

Cosmetology - CO12
Hair Designer - HD21
Nail Technician - NT11
Shampoo Technician - ST11

## Criminal Justice Technology

Advanced Criminal Justice Specialist - AF71
Criminal Justice - Associate of Science - CJ23
Criminal Justice Fundamentals - CJ71
Criminal Justice Specialist - CJ21
Criminal Justice Technology - CJT2
Criminal Justice Technology - CJT3

## Culinary Arts

Baking and Pastry Specialist - BA51
Catering Specialist - CS61
Culinary Arts - CA43
Culinary Arts - CA44
Food Production Worker I - FPW1
Fundamental Skills of Culinary Arts - FSO1
Prep Cook - PC51

## Drafting

Drafter's Assistant - DA31
Engineering Drafter's Assistant - ED31

## Early Childhood Education

Advanced Child Development Specialist - AE71
CDA Preparation - CE71
Child Development Specialist - CD61
Early Childhood Care/Education - EC13
Early Childhood Care/Education - ECC2
Early Childhood Program Administration - ECP1
GaTAPP Early Childhood Education Precertification - GEC1
Infant/Toddler Care Specialist - IC31

## Fire Science Technology

Fire Officer I - FF31
Fire Officer II- FF51
Fire Science Technology - FS13
Fire Science Technology - FST2

## Horticulture

Horticulture - EH12 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Horticulture - EH13 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Landscape Specialist - LS11
Lawn Maintenance Specialist - LM11
Nursery/Greenhouse Technician - PPS1

# Barber II - BI31

## Technical Certificate of Credit

**Program Description:** The Barbering program is a sequence of courses that prepares students for careers in the field of barbering. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, haircutting techniques, shaving, skin care, reception, sales, and management. The curriculum meets state licensing requirements of the Georgia State Board of Barbering. The program graduate receives a Barbering II certificate and is employable as a barber, salon/shop manager, or a salon/shop owner.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Start Terms:**

- Both the Day and Night programs begin each Fall and Spring semester on the Valdosta campus.

**Curriculum**

| Occupational Courses | 36 |
|---|---|
| BARB 1000 Introduction to Barber/Styling Implements | 3 |
| BARB 1010 Sterilization, Sanitation, and Bacteriology | 3 |
| BARB 1022 Haircutting and Shampooing I | 3 |
| BARB 1024 Haircutting and Shampooing II | 3 |
| BARB 1030 Haircutting/Basic Styling | 3 |
| BARB 1040 Shaving | 3 |
| BARB 1050 Science: Anatomy and Physiology | 3 |
| BARB 1082 Advanced Haircutting and Styling I | 3 |
| BARB 1084 Advanced Haircutting and Styling II | 3 |
| BARB 1090 Structures of Skin, Scalp, Hair, & Facial Treat. | 3 |
| BARB 1100 Barber/Styling Practicum and Internship | 3 |
| BARB 1110 Shop Management/Ownership | 3 |

# Barbering - BA12

## Diploma

**Program Description:** The Barbering program is a sequence of courses that prepares students for careers in the field of barbering. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, haircutting techniques, shaving, skin care, reception, sales, and management. The curriculum meets state licensing requirements of the Georgia State Board of Barbering. The program graduate receives a Barbering diploma and is employable as a barber, salon/shop manager, or a salon/shop owner.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Start Terms:**

- Both the Day and Night programs begin each Fall and Spring semester on the Valdosta campus.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 48 |
|---|---|
| BARB 1000 Introduction to Barber/Styling Implements | 3 |
| BARB 1010 Sterilization, Sanitation, and Bacteriology | 3 |
| BARB 1022 Haircutting and Shampooing I | 3 |
| BARB 1024 Haircutting and Shampooing II | 3 |
| BARB 1030 Haircutting/Basic Styling | 3 |
| BARB 1040 Shaving | 3 |
| BARB 1050 Science: Anatomy and Physiology | 3 |
| BARB 1060 Introduction to Color Theory/Color Application | 3 |
| BARB 1072 Introduction to Chemical Restructuring of Hair | 3 |
| BARB 1074 Advanced Chemical Restructuring of Hair | 3 |
| BARB 1082 Advanced Haircutting and Styling I | 3 |
| BARB 1084 Advanced Haircutting and Styling II | 3 |
| BARB 1090 Structures of Skin, Scalp, Hair, & Facial Treat. | 3 |
| BARB 1100 Barber/Styling Practicum and Internship | 3 |
| BARB 1110 Shop Management/Ownership | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Barbering Assistant - BA71

## Technical Certificate of Credit

**Program Description:** This Barbering Assistant technical certificate of credit program provides training to prepare students to work as a Barbering Apprentice at a Barber Shop.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

**Experienced Worker** [61]

**Curriculum**

| Occupational Courses | 18 |
|---|---|
| BARB 1000 Introduction to Barber/Styling Implements | 3 |
| BARB 1010 Sterilization, Sanitation, and Bacteriology | 3 |
| BARB 1022 Haircutting and Shampooing I | 3 |
| BARB 1024 Haircutting and Shampooing II | 3 |
| BARB 1030 Haircutting/Basic Styling | 3 |
| BUSN 1050 Employability and Professional Skills | 3 |

# Barbering Assistant I - BST1

## Technical Certificate of Credit

**Program Description:** The Barbering Assistant I technical certificate of credit introduces courses that prepare students for careers in the field of Barbering. Graduates are employable as a Barbering Apprentices within barber shops. This program will also enable students to enroll into the Barber II technical certificate or Barbering diploma and complete the requirements for their state license.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| BARB 1000 Introduction to Barber/Styling Implements | 3 |
| BARB 1022 Haircutting and Shampooing I | 3 |
| BARB 1024 Haircutting and Shampooing II | 3 |
| BARB 1050 Science: Anatomy and Physiology | 3 |

# Barbering for Cosmetologists - BF21

## Technical Certificate of Credit

**Program Description:** The Barbering for Cosmetologist Technical Certificate allows the student who holds a current Master Cosmetology license to receive additional training that will qualify the student to take the examination for Barbering.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- Must hold a current Cosmetology license issued by the Georgia State Board of Cosmetology.

**Start Terms:**

- Both the Day and Night programs begin each Fall and Spring semester on the Valdosta campus.

**Curriculum**

| Occupational Courses | 21 |
|---|---|
| BARB 1000 Introduction to Barber/Styling Implements | 3 |
| BARB 1010 Sterilization, Sanitation, and Bacteriology | 3 |
| BARB 1022 Haircutting and Shampooing I | 3 |
| BARB 1024 Haircutting and Shampooing II | 3 |
| BARB 1030 Haircutting/Basic Styling | 3 |
| BARB 1040 Shaving | 3 |
| BARB 1100 Barber/Styling Practicum and Internship | 3 |

# Commercial Truck Driving - CT61

## Technical Certificate of Credit

**Program Description:** The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Additional Program Requirements:**

- Students are required to submit a Department of Transportation (DOT) physical and drug test, as well as a satisfactory Motor Vehicle Report. Information about the Commercial Truck Driving's specific drug and alcohol testing procedures can be found here.[76] This information will be reviewed the all CTD students during the first week of the course.
- 18-20 year olds may take the CDL program; however, they are only allowed to drive a commercial truck in Georgia.
- Students enrolled in Commercial Truck Driving must acquire APs by the 6th day of

class to receive credit for CTDL 1010.
- Students must pay the surcharge fee by the 6th day to continue into CTDL 1020/1030.
- Beginning with the third attempt, students will be assessed a testing fee of $50 for the CDL licensure exam.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 9 |
|---|---|
| CTDL 1010 Fundamentals of Commercial Driving | 3 |
| CTDL 1020 Combination Vehicle Basic Operation and Range Work | 2 |
| CTDL 1030 Combination Vehicle Advanced Operations | 4 |

# Cosmetology - CO12

# Diploma

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

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Start Terms:**

- The Day Cosmetology program begins each Fall and Spring semester on the Ben Hill-Irwin, Coffee, and Valdosta campuses.
- The Night Cosmetology program begins each Summer and Fall semester on the Valdosta campus.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 47 |
|---|---|
| COSM 1000 Introduction to Cosmetology Theory | 4 |
| COSM 1010 Chemical Texture Services | 3 |
| COSM 1020 Hair Care and Treatment | 3 |
| COSM 1030 Haircutting | 3 |
| COSM 1040 Styling | 3 |
| COSM 1050 Hair Color | 3 |
| COSM 1060 Fundamentals of Skin Care | 3 |
| COSM 1070 Nail Care and Advanced Techniques | 3 |
| COSM 1080 Physical Hair Services Practicum | 3 |
| COSM 1090 Hair Services Practicum I | 3 |
| COSM 1100 Hair Services Practicum II | 3 |
| COSM 1110 Hair Services Practicum III | 3 |
| COSM 1115 Hair Services Practicum IV | 2 |
| COSM 1120 Salon Management | 3 |
| COSM 1125 Skin and Nail Care Practicum | 2 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Hair Designer - HD21

## Technical Certificate of Credit

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

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Start Terms:**

- The Day Hair Designer program begins each Fall and Spring semester on the Ben Hill-Irwin, Coffee, and Valdosta campuses.
- The Night Hair Designer program begins each Summer and Fall semester on the Valdosta campus.

**Curriculum**

| Occupational Courses | 36 |
|---|---|
| COSM 1000 Introduction to Cosmetology Theory | 4 |
| COSM 1010 Chemical Texture Services | 3 |
| COSM 1020 Hair Care and Treatment | 3 |
| COSM 1030 Haircutting | 3 |
| COSM 1040 Styling | 3 |
| COSM 1050 Hair Color | 3 |
| COSM 1080 Physical Hair Services Practicum | 3 |
| COSM 1090 Hair Services Practicum I | 3 |
| COSM 1100 Hair Services Practicum II | 3 |
| COSM 1110 Hair Services Practicum III | 3 |
| COSM 1115 Hair Services Practicum IV | 2 |
| COSM 1120 Salon Management | 3 |

# Nail Technician - NT11

## Technical Certificate of Credit

**Program Description:** The Nail Technician program is a sequence of courses that prepares students for careers in the field of Nail Technician. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Nail Technician certificate and are employable as a Nail Technician.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

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**Curriculum**

| Occupational Courses | 19 |
|---|---|
| COSM 1000 Introduction to Cosmetology Theory | 4 |
| COSM 1070 Nail Care and Advanced Techniques | 3 |
| COSM 1120 Salon Management | 3 |
| COSM 1180 Nail Care I | 3 |
| COSM 1190 Nail Care II | 3 |
| COSM 1200 Advanced Nail Practicum II | 3 |

# Shampoo Technician - ST11

# Technical Certificate of Credit

**Program Description:** The Shampoo Technician Technical Certificate of Credit introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
High School
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| COSM 1000 Introduction to Cosmetology Theory | 4 |
| COSM 1020 Hair Care and Treatment | 3 |
| COSM 1120 Salon Management | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| COSM 1040 Styling | 3 |

# Advanced Criminal Justice Specialist - AF71

## Technical Certificate of Credit

**Program Description:** The Advanced Criminal Justice Specialist technical certificate of credit is a sequence of courses that prepares students for entry level positions within the Criminal Justice field. This technical certificate will allow area high school students to complete the remaining two courses within the Criminal Justice Pathway. 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 which also includes theory and applications pertaining to crime scene investigations.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 21 |
|---|---|
| CRJU 1010 Introduction to Criminal Justice | 3 |
| CRJU 1030 Corrections | 3 |
| CRJU 1040 Principles of Law Enforcement | 3 |
| CRJU 1062 Methods of Criminal Investigation | 3 |
| CRJU 1068 Criminal Law for Criminal Justice | 3 |
| CRJU 1072 Introduction to Forensic Science | 3 |
| CRJU 2020 Constitutional Law for Criminal Justice | 3 |

# Criminal Justice - Associate of Science - CJ23

## Degree

**Program Description:** The Associate of Science Degree in Criminal Justice is a sequence of courses that provides a solid foundation in general education and criminal justice that prepares students for entry-level employment in a variety of law enforcement fields. The sequence of courses also allows graduates of this program to transfer the coursework to a four year institution. Upon graduation from the Associate of Science in Criminal Justice program, students must seek external certification from the Peace Officer Standards and Training (P.O.S.T.) Council to be employable as police officers.

**The AS in Criminal Justice Degree provides students the opportunity to transfer to Valdosta State University to complete their Bachelors of Science in Criminal Justice.**

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 67 |
|---|---|
| **Area I - Language Arts/Communication (9 Hours)** | **9** |
| ENGL 1101 Composition and Rhetoric | 3 |
| ENGL 1102 Literature and Composition | 3 |
| SPCH 1101 Public Speaking | 3 |
| **Area II - Social/Behavior Science - Complete 18 Hours** | **18** |
| POLS 1101 American Government | 3 |
| SOCI 1101 Introduction to Sociology | 3 |
| PSYC 1101 Introductory Psychology | 3 |
| **Choose Two of the Following (6 Hours)** | **6** |
| ECON 1101 Principles of Economics | 3 |
| ECON 2105 Macroeconomics | 3 |
| HIST 1111 World History I | 3 |
| HIST 1112 World History II | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| HIST 2111 U.S. History I | 3 |
| HIST 2112 U.S. History II | 3 |
| **Area III - Natural Sciences/Mathematics - Complete 14 Hours** | **14** |
| MATH 1111 College Algebra | 3 |
| MATH 1127 Introduction to Statistics | 3 |
| **XXXX xxxx - Complete Two Natural Science Lecture and Lab (8 Hours)** | **8** |
| **Area IV - Humanities/Fine Arts - Choose Two of the Following (6 hours)** | **6** |
| ENGL 2130 American Literature | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| ARTS 1101 Art Appreciation | 3 |
| HUMN 1101 Introduction to Humanities | 3 |

| Occupational Courses | 15 |
|---|---|
| CRJU 1010 Introduction to Criminal Justice | 3 |
| CRJU 1400 Ethics/Cultural Perspectives for Criminal Justice | 3 |
| CRJU 2500 Written Communication in Criminal Justice | 3 |
| **Choose Two of the Following (6 Hours)** | **6** |
| CRJU 1030 Corrections | 3 |
| CRJU 1040 Principles of Law Enforcement | 3 |
| CRJU 1068 Criminal Law for Criminal Justice | 3 |

# Criminal Justice Fundamentals - CJ71

## Technical Certificate of Credit

**Program Description:** The Criminal Justice Fundamentals Technical Certificate of Credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee
High School
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| CRJU 1010 Introduction to Criminal Justice | 3 |
| CRJU 1030 Corrections | 3 |
| CRJU 1040 Principles of Law Enforcement | 3 |
| **Selection One of the Following (3 Hours)** | **6** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Criminal Justice Specialist - CJ21

## Technical Certificate of Credit

**Program Description:** The Criminal Justice Specialist Technical Certificate of Credit is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee
High School
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Additional Program Requirements:**

- A satisfactory criminal background check must be completed prior to entering the Criminal Justice practicum or internship. A felony conviction could prevent students from obtaining an intern site and employment in the Criminal Justice field.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 15 |
|---|---|
| CRJU 1010 Introduction to Criminal Justice | 3 |
| CRJU 1030 Corrections | 3 |
| CRJU 1040 Principles of Law Enforcement | 3 |
| CRJU 1068 Criminal Law for Criminal Justice | 3 |
| CRJU 2020 Constitutional Law for Criminal Justice | 3 |

# Criminal Justice Technology - CJT2

## Diploma

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

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- A satisfactory criminal background check must be completed prior to entering the Criminal Justice practicum or internship. A felony conviction could prevent students from obtaining an intern site and employment in the Criminal Justice field.

**Curriculum**

| General Core Courses | 9 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| PSYC 1010 Basic Psychology | 3 |

| Occupational Courses | 39 |
|---|---|
| CRJU 1010 Introduction to Criminal Justice | 3 |
| CRJU 1030 Corrections | 3 |
| CRJU 1040 Principles of Law Enforcement | 3 |
| CRJU 1068 Criminal Law for Criminal Justice | 3 |
| CRJU 2050 Criminal Procedure | 3 |
| CRJU 1400 Ethics/Cultural Perspectives for Criminal Justice | 3 |
| CRJU 2020 Constitutional Law for Criminal Justice | 3 |
| CRJU 2070 Juvenile Justice | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Practicum or Externship (3 Hours)** | **3** |
| CRJU 2090 Criminal Justice Practicum | 3 |
| CRJU 2100 Criminal Justice Internship/Externship | 3 |
| **Occupational Elective - Choose Three of the Following (9 Hours)** | **9** |
| CRJU 1043 Probation and Parole | 3 |
| CRJU 1050 Police Patrol Operations | 3 |
| CRJU 1054 Police Officer Survival | 3 |
| CRJU 1062 Methods of Criminal Investigation | 3 |
| CRJU 1063 Crime Scene Processing | 3 |
| CRJU 1065 Community-Oriented Policing | 3 |
| CRJU 1072 Introduction to Forensic Science | 3 |
| CRJU 1074 Applications in Introductory Forensics | 3 |
| CRJU 2500 Written Communication in Criminal Justice | 3 |
| CRJU 2060 Criminology | 3 |
| CRJU 2110 Homeland Security | 3 |
| CRJU 2150 Cybercrime Investigations | 3 |
| CRJU 2201 Criminal Courts | 3 |
| FOSC 1206 Introduction to Forensic Science | 3 |
| FOSC 2033 Death Investigation | 3 |
| FOSC 2037 Victimology | 3 |
| FOSC 2041 Latent Print Examination | 4 |
| FRSC 1141 Hazardous Materials Operations | 4 |
| FRSC 2170 Fire and Arson Investigation | 4 |

# Criminal Justice Technology - CJT3

## Degree

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

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- A satisfactory criminal background check must be completed prior to entering the Criminal Justice practicum or internship. A felony conviction could prevent students from obtaining an intern site and employment in the Criminal Justice field.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 45 |
|---|---|
| CRJU 1010 Introduction to Criminal Justice | 3 |
| CRJU 1030 Corrections | 3 |
| CRJU 1040 Principles of Law Enforcement | 3 |
| CRJU 1068 Criminal Law for Criminal Justice | 3 |
| CRJU 1400 Ethics/Cultural Perspectives for Criminal Justice | 3 |
| CRJU 2070 Juvenile Justice | 3 |
| CRJU 2020 Constitutional Law for Criminal Justice | 3 |
| CRJU 2050 Criminal Procedure | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| CRJU 2090 Criminal Justice Practicum | 3 |
| CRJU 2100 Criminal Justice Internship/Externship | 3 |
| **Occupational Electives - Complete 15 Hours** | **15** |
| CRJU 1043 Probation and Parole | 3 |
| CRJU 1050 Police Patrol Operations | 3 |
| CRJU 1054 Police Officer Survival | 3 |
| CRJU 1062 Methods of Criminal Investigation | 3 |
| CRJU 1063 Crime Scene Processing | 3 |
| CRJU 1065 Community-Oriented Policing | 3 |
| CRJU 1072 Introduction to Forensic Science | 3 |
| CRJU 1074 Applications in Introductory Forensics | 3 |

| | |
|---|---|
| CRJU 2500 Written Communication in Criminal Justice | 3 |
| CRJU 2060 Criminology | 3 |
| CRJU 2110 Homeland Security | 3 |
| CRJU 2150 Cybercrime Investigations | 3 |
| CRJU 2201 Criminal Courts | 3 |
| FOSC 1206 Introduction to Forensic Science | 3 |
| FOSC 2033 Death Investigation | 3 |
| FOSC 2037 Victimology | 3 |
| FOSC 2041 Latent Print Examination | 4 |
| FRSC 1141 Hazardous Materials Operations | 4 |
| FRSC 2170 Fire and Arson Investigation | 4 |

# Baking and Pastry Specialist - BA51

## Technical Certificate of Credit

**Program Description:** The Baking and Pastry Specialist technical certificate of credit is designed to provide advanced skills for employment in the food service industry as bakery or pastry shop workers, commercial bakers, and as pastry chefs.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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

**Experienced Worker Certification Form**[61]

**Curriculum**

| General Core Courses | 3 |
|---|---|
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 22 |
|---|---|
| CUUL 1110 Culinary Safety and Sanitation | 2 |
| CUUL 1120 Principles of Cooking | 6 |
| CUUL 1220 Baking Principles | 5 |
| CUUL 2250 Advanced Baking Principles | 6 |
| CUUL 1370 Culinary Nutrition and Menu Development | 3 |

# Catering Specialist - CS61

## Technical Certificate of Credit

**Program Description:** The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupational and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 25 |
|---|---|
| CUUL 1110 Culinary Safety and Sanitation | 2 |
| CUUL 1120 Principles of Cooking | 6 |
| CUUL 1220 Baking Principles | 5 |
| CUUL 1129 Fundamentals of Restaurant Operations | 4 |
| CUUL 1320 Garde Manger | 4 |
| CUUL 2160 Contemporary Cuisine | 4 |

# Culinary Arts - CA43

## Degree

**Program Description:** The Culinary Arts Degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory 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.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Additional Program Requirements:**

- Provision of a health certificate documenting adequate health included the ability to lift 50lbs., to do prolonged standing, and to tolerate heat.
- Students may be required to participate in internships at sites which may require one or more of the following: CPR/First Aid Certification, physical examination, up-to-date immunizations, criminal background check, and/or drug screen.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 50 |
|---|---|
| CUUL 1000 Fundamentals of Culinary Arts | 4 |
| CUUL 1110 Culinary Safety and Sanitation | 2 |
| CUUL 1120 Principles of Cooking | 6 |
| CUUL 1129 Fundamentals of Restaurant Operations | 4 |
| CUUL 1220 Baking Principles | 5 |
| CUUL 1320 Garde Manger | 4 |
| CUUL 1370 Culinary Nutrition and Menu Development | 3 |
| CUUL 2160 Contemporary Cuisine | 4 |
| **XXXX xxxx Occupational Elective (6 Hours)** | **6** |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Choose One of the Following (6 Hours)** | **6** |
| CUUL 2130 Culinary Practicum | 6 |
| CUUL 2140 Advanced Baking and International Cuisine | 6 |
| **Choose One of the Following (3 Hours)** | **3** |
| CUUL 2190 Principles of Culinary Leadership | 3 |
| MGMT 1115 Leadership | 3 |

# Culinary Arts - CA44

## Diploma

**Program Description:** The Culinary Arts Diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory 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.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- Provision of a health certificate documenting adequate health including the ability to lift 50 lbs., to do prolonged standing, and to tolerate heat.

- Students may be required to participate in internships at sites which may require one or more of the following: CPR/First Aid Certification, physical examination, up-to-date immunizations, criminal background check, and/or drug screen.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Occupational Courses** | **44** |
| CUUL 1000 Fundamentals of Culinary Arts | 4 |
| CUUL 1110 Culinary Safety and Sanitation | 2 |
| CUUL 1120 Principles of Cooking | 6 |
| CUUL 1129 Fundamentals of Restaurant Operations | 4 |
| CUUL 1220 Baking Principles | 5 |
| CUUL 1320 Garde Manger | 4 |
| CUUL 1370 Culinary Nutrition and Menu Development | 3 |
| CUUL 2160 Contemporary Cuisine | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Choose One of the Following (6 Hours)** | **6** |
| CUUL 2130 Culinary Practicum | 6 |
| CUUL 2140 Advanced Baking and International Cuisine | 6 |
| **Choose One of the Following (3 Hours)** | **3** |
| CUUL 2190 Principles of Culinary Leadership | 3 |
| MGMT 1115 Leadership | 3 |

# Food Production Worker I - FPW1

## Technical Certificate of Credit

**Program Description:** The Food Production Worker I technical certificate of credit is designed to provide basic entry-level skills for employment in the food service industry as prep cooks and banquet/service prep workers.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 16 |
|---|---|
| CUUL 1000 Fundamentals of Culinary Arts | 4 |
| CUUL 1110 Culinary Safety and Sanitation | 2 |
| CUUL 1120 Principles of Cooking | 6 |
| CUUL 1129 Fundamentals of Restaurant Operations | 4 |

# Fundamental Skills of Culinary Arts - FSO1

## Technical Certificate of Credit

**Program Description:** The Fundamental Skills of Culinary Arts technical certificate of credit provides students the basic skills needed to obtain entry level positions in the culinary arts field. Topics included in this programs include introduction to the culinary arts profession, understanding of menus, recipe production, a basic understanding of food nutrition and food science, fundamental knowledge of food and kitchen safety, the tools and ingredients used in the professional kitchen, equipment operation. Meat, poultry, fish, shellfish, fruit, vegetables, dairy, eggs and dry good identification. Production of stocks, sauces, soups. Fabrication of meat, poultry, fish and shellfish. Techniques on grilling, broiling, roasting, sauteing, pan frying, deep frying, steaming, braising and stewing. Various cooking methods for vegetables, potatoes, grains, beans, and pasta. Execution of various breakfast techniques and cooking with the following ingredients: styles of eggs, pancakes, waffles, grits, toast, breakfast meats. Demonstrate knowledge of salads, salad dressings, sandwiches, appetizers and cold foods. Students will learn baking fundamentals including breads, pastries, fillings and dessert sauces.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 16 |
|---|---|
| CUUL 1001 Fundamental Skills of Culinary Arts | 4 |
| CUUL 1002 Fundamental Skills of Culinary Arts I | 4 |
| CUUL 1003 Fundamental Skills of Culinary Arts II | 4 |
| CUUL 1004 Fundamental Skills of Culinary Arts III | 4 |

# Prep Cook - PC51

## Technical Certificate of Credit

**Program Description:** This technical certificate of credit provides skills for entry into the food services preparation area as a prep cook. Topics include: food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

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**No areas of study have been created.**

# Drafter's Assistant - DA31

## Technical Certificate of Credit

**Program Description:** All of the courses included in the Drafter's Assistant TCC program are embedded in either the Drafting Technology diploma or Degree programs. The Drafter's Assistant TCC endows students with the prospect to begin on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

**Locations offered:**
Online
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

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**Curriculum**

| Occupational Courses | 11 |
|---|---|
| DFTG 1101 CAD Fundamentals | 4 |
| DFTG 1103 Multiview/Basic Dimensioning | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| DFTG 1127 Architectural 3D Modeling | 4 |
| DFTG 2010 Engineering Graphics | 4 |

# Engineering Drafter's Assistant - ED31

## Technical Certificate of Credit

**Program Description:** The Engineering Drafter's Assistant Technical Certificate of Credit endows students with the prospect to begin on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This technical certificate of credit will also serve as an exit point for high school dual enrollment students needing a point of exit for employment purposes.

**Locations offered:**
Online
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

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**Curriculum**

| Occupational Courses | 12 |
|---|---|
| DFTG 1101 CAD Fundamentals | 4 |
| DFTG 1105 3D Mechanical Modeling | 4 |
| DFTG 2010 Engineering Graphics | 4 |

# Advanced Child Development Specialist - AE71

## Technical Certificate of Credit

**Program Description:** The Advanced Child Development Specialist Technical Certificate of Credit is a sequence of seven courses designed to prepare students for a variety of careers in the field of early childhood education. This technical certificate will allow area high school students to complete the third course in the Early Childhood Care and Education Pathway. The program also emphasizes brain development, integrating appropriate technology, early learning, and parenting and child guidance trends. Graduates will be able to enter the Early Childhood field, such as child care centers and Head Start, and will have a competitive edge when entering post-secondary institutions to continue their education.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 20 |
|---|---|
| ECCE 1101 Introduction to Early Childhood Care and Education | 3 |
| ECCE 1103 Child Growth and Development | 3 |
| ECCE 1105 Health, Safety and Nutrition | 3 |
| ECCE 1112 Curriculum and Assessment | 3 |
| ECCE 2202 Social Issues and Family Involvement | 3 |
| ECCE 2203 Guidance and Classroom Management | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| ECCE 1121 Early Childhood Care and Education Practicum | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

# CDA Preparation - CE71

## Technical Certificate of Credit

**Program Description:** The Early Childhood Care and Education CDA Preparation TCC (Child Development Associate Preparation) program is a three course sequence of courses designed to prepare students for the Child Development Associate national credential issued by the Council for Professional Recognition (out of Washington DC). The three courses in this TCC provide students with the knowledge and skills needed for the national credential and provide information on the development of the portfolio required of the Council. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start and Georgia Pre-K programs.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 11 |
|---|---|
| ECCE 1101 Introduction to Early Childhood Care and Education | 3 |
| ECCE 1105 Health, Safety and Nutrition | 3 |
| ECCE 1125 Professionalism-CDA Certification Preparation | 2 |
| ECCE 1103 Child Growth and Development | 3 |

# Child Development Specialist - CD61

## Technical Certificate of Credit

**Program Description:** The Early Childhood Care and Education Child Development Specialist TCC is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a child care program. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

** Some assignments may require students to attend face-to-face sessions.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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 satisfactory criminal background check must be completed prior to entering the Early Childhood Care and Education practicum. A felony conviction could prevent employment in the Early Childhood Care and Education field.

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**Curriculum**

| Occupational Courses | 14 |
|---|---|
| ECCE 1101 Introduction to Early Childhood Care and Education | 3 |
| ECCE 1103 Child Growth and Development | 3 |
| ECCE 1105 Health, Safety and Nutrition | 3 |
| ECCE 1112 Curriculum and Assessment | 3 |
| **Occupational Elective - Choose One of the Following (3 Hours)** | **2** |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| ECCE 1121 Early Childhood Care and Education Practicum | 3 |

# Early Childhood Care/Education - EC13

## Degree

**Program Description:** The Early Childhood Care and Education Associate of Applied Science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of six areas of specialization: Exceptionalities, Infant/Toddler Development, Program Administration, Paraprofessional, School Age and Youth Care, or Family Child Care.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- A satisfactory criminal background check must be completed prior to entering the Early Childhood Care and Education practicum. A felony conviction could prevent employment in the Early Childhood Care and Education field.

**Curriculum**

| General Core Courses | 18 |
|---|---|
| **Area I - Language Arts/Communication (6 Hours)** | **6** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **XXXX xxxx - Language Arts/Communication Elective (3 Hours)** | |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 36 |
|---|---|
| ECCE 1101 Introduction to Early Childhood Care and Education | 3 |
| ECCE 1103 Child Growth and Development | 3 |
| ECCE 1105 Health, Safety and Nutrition | 3 |
| ECCE 1112 Curriculum and Assessment | 3 |
| ECCE 1113 Creative Activities for Child | 3 |
| ECCE 1121 Early Childhood Care and Education Practicum | 3 |
| ECCE 2115 Language and Literacy | 3 |
| ECCE 2116 Math and Science | 3 |
| ECCE 2201 Exceptionalities | 3 |
| ECCE 2202 Social Issues and Family Involvement | 3 |
| ECCE 2203 Guidance and Classroom Management | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

| Internship Options - Choose One of the Options Below (12 Hours) | 12 |
|---|---|
| **ECCE Internship (12 Hours)** | **12** |
| ECCE 2245 Early Childhood Care and Education Internship I | 6 |
| ECCE 2246 Early Childhood Care and Education Internship II | 6 |
| **ECCE Internship and Electives (12 Hours)** | **12** |
| ECCE 2245 Early Childhood Care and Education Internship I | 6 |
| **Choose Two of the Following (6 Hours)** | **6** |
| ECCE 2310 Paraprofessional Methods and Materials | 3 |
| ECCE 2312 Paraprofessional Role and Practice | 3 |
| ECCE 2320 Program Administration and Facility Management | 3 |
| ECCE 2322 Personnel Management | 3 |
| ECCE 2360 Classroom Strategies for Exceptional Children | 3 |
| ECCE 2362 Exploring Your Role in Exceptional Environment | 3 |

| Specializations – Choose One of the Following (6 Hours) | 6 |
|---|---|
| **8EX3 - Exceptionalities (6 Hours)** | **6** |
| ECCE 2360 Classroom Strategies for Exceptional Children | 3 |
| ECCE 2362 Exploring Your Role in Exceptional Environment | 3 |
| **8ID3 - Infant/Toddler Development (6 Hours)** | **6** |
| ECCE 2330 Infant/Toddler Development | 3 |
| ECCE 2332 Infant/Toddler Group Care and Curriculum | 3 |
| **8PS3 - Paraprofessional (6 Hours)** | **6** |
| ECCE 2310 Paraprofessional Methods and Materials | 3 |
| ECCE 2312 Paraprofessional Role and Practice | 3 |
| **8P13 - Program Administration (6 Hours)** | **6** |
| ECCE 2320 Program Administration and Facility Management | 3 |
| ECCE 2322 Personnel Management | 3 |

# Early Childhood Care/Education - ECC2

## Diploma

**Program Description:** The Early Childhood Care and Education Diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- A satisfactory criminal background check must be completed prior to entering the Early Childhood Care and Education practicum. A felony conviction could prevent employment in the Early Childhood Care and Education field.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **33** |
| ECCE 1101 Introduction to Early Childhood Care and Education | 3 |
| ECCE 1103 Child Growth and Development | 3 |
| ECCE 1105 Health, Safety and Nutrition | 3 |
| ECCE 1112 Curriculum and Assessment | 3 |
| ECCE 1113 Creative Activities for Child | 3 |
| ECCE 1121 Early Childhood Care and Education Practicum | 3 |
| ECCE 2115 Language and Literacy | 3 |
| ECCE 2116 Math and Science | 3 |
| ECCE 2202 Social Issues and Family Involvement | 3 |
| ECCE 2203 Guidance and Classroom Management | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Internship Options - Choose One of the Options Below (12 Hours)** | **12** |
| **ECCE Internships (12 Hours)** | **12** |
| ECCE 2245 Early Childhood Care and Education Internship I | 6 |
| ECCE 2246 Early Childhood Care and Education Internship II | 6 |
| **ECCE Internship and Electives (12 Hours)** | **12** |
| ECCE 2245 Early Childhood Care and Education Internship I | 6 |
| **Choose Two of the Following (6 Hours)** | **6** |
| ECCE 2310 Paraprofessional Methods and Materials | 3 |
| ECCE 2312 Paraprofessional Role and Practice | 3 |
| ECCE 2320 Program Administration and Facility Management | 3 |
| ECCE 2322 Personnel Management | 3 |
| ECCE 2360 Classroom Strategies for Exceptional Children | 3 |
| ECCE 2362 Exploring Your Role in Exceptional Environment | 3 |

# Early Childhood Program Administration - ECP1

## Technical Certificate of Credit

**Program Description:** The Early Childhood Care and Education Program Administration TCC program is a sequence of three courses designed to prepare students for a job as manager of a Childcare Learning Center or a Group Day Care Center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

** Some assignments may require students to attend face-to-face sessions.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Additional Program Requirements:**

- A satisfactory criminal background check must be completed prior to entering the Early Childhood Care and Education practicum. A felony conviction could prevent employment in the Early Childhood Care and Education field.

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**Curriculum**

| Occupational Courses | 9 |
|---|---|
| ECCE 1103 Child Growth and Development | 3 |
| ECCE 2320 Program Administration and Facility Management | 3 |
| ECCE 2322 Personnel Management | 3 |

# GaTAPP Early Childhood Education Precertification - GEC1

## Technical Certificate of Credit

**Program Description:** The GaTAPP Early Childhood Education Precertification Technical Certificate of Credit is a sequence of nine courses designed to prepare students with existing teaching certificates in other fields to bridge into the GaTAPP program and gain certification to teach in the field of early childhood education. This technical certificate will allow area Occupational, Elementary, Middle Grades, and Secondary teachers to complete the necessary courses in Early Childhood Care and Education to enter the GaTAPP program for alternative teacher certification and will enable them to gain an additional teaching certification in the field of Early Childhood Education. The program emphasizes fundamental elements of educating children, child development, curriculum and assessment as well specific methodologies in the areas of Health, Fine Arts, Math, Science, Language, Literacy, Classroom Strategies, and Social and Family Connections.

**Locations offered:**
Valdosta
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 27 |
|---|---|
| ECCE 1101 Introduction to Early Childhood Care and Education | 3 |
| ECCE 1103 Child Growth and Development | 3 |
| ECCE 1105 Health, Safety and Nutrition | 3 |
| ECCE 1112 Curriculum and Assessment | 3 |
| ECCE 1113 Creative Activities for Child | 3 |
| ECCE 2202 Social Issues and Family Involvement | 3 |
| ECCE 2203 Guidance and Classroom Management | 3 |
| ECCE 2115 Language and Literacy | 3 |
| ECCE 2116 Math and Science | 3 |

# Infant/Toddler Care Specialist - IC31

## Technical Certificate of Credit

**Program Description:** The Early Childhood Care and Education Infant/Toddler Child Care Specialist TCC program is a sequence of five courses designed to prepare students with the basics needed for working with infants and toddlers. The program provides an intense look at understanding and learning activities and proper care needed for infants and toddlers. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 15 |
|---|---|
| ECCE 1101 Introduction to Early Childhood Care and Education | 3 |
| ECCE 1103 Child Growth and Development | 3 |
| ECCE 1105 Health, Safety and Nutrition | 3 |
| ECCE 2330 Infant/Toddler Development | 3 |
| ECCE 2332 Infant/Toddler Group Care and Curriculum | 3 |

# Fire Officer I - FF31

## Technical Certificate of Credit

**Program Description:** The Fire Officer I Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Fire Officer I Technical Certificate of Credit. Students should be graduates of the Basic Company Officer Technical Certificate of Credit before enrolling in this program.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.
- Students should be graduates of the Basic Company Officer Technical Certificate of Credit before enrolling in this program.

**Curriculum**

| Occupational Courses | 14 |
|---|---|
| FRSC 1110 Fire Administration Supervision and Leadership | 3 |
| FRSC 1132 Fire Service Instructor | 4 |
| FRSC 1141 Hazardous Materials Operations | 4 |
| FRSC 2120 Fire Protection Systems | 3 |

# Fire Officer II- FF51

# Technical Certificate of Credit

**Program Description:** The Fire Officer II Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as a Fire Company Officer in paid and volunteer fire departments. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer II Level. Program graduates receive a Fire Officer II Technical Certificate of Credit. Students should be graduates of of the Fire Officer I Technical Certificate of Credit before enrolling in this program. Note: Candidate must be certified at the NPQ Fire Officer I level to be eligible for NPQ Fire Officer II certification.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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..

**Additional Program Requirements:**

- Students should be graduates of of the Fire Officer I Technical Certificate of Credit

before enrolling in this program.

**Curriculum**

| Occupational Courses | 14 |
|---|---|
| FRSC 1151 Fire Prevention and Inspection | 4 |
| FRSC 1161 Fire Service Safety and Loss Control | 3 |
| FRSC 2100 Fire Administration Management | 3 |
| FRSC 2170 Fire and Arson Investigation | 4 |

# Fire Science Technology - FS13

## Degree

**Program Description:** The Fire Science 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 AAS degree in Fire Science.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Start Terms:**

- This program begins each Fall and Spring semester on the Valdosta campus.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 47 |
|---|---|
| FRSC 1100 Introduction to the Fire Service | 3 |
| FRSC 1110 Fire Administration Supervision and Leadership | 3 |
| FRSC 1121 Firefighting Strategy and Tactics | 3 |
| FRSC 1132 Fire Service Instructor | 4 |
| FRSC 1141 Hazardous Materials Operations | 4 |
| FRSC 1151 Fire Prevention and Inspection | 4 |
| FRSC 1161 Fire Service Safety and Loss Control | 3 |
| FRSC 2100 Fire Administration Management | 3 |
| FRSC 2110 Fire Service Hydraulics | 3 |
| FRSC 2120 Fire Protection Systems | 3 |
| FRSC 2130 Fire Service Building Construction | 3 |
| FRSC 2141 Incident Command | 4 |
| FRSC 2170 Fire and Arson Investigation | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Fire Science Technology - FST2

## Diploma

**Program Description:** The Fire Science 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.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Start Terms:**

- This program begins each Fall and Spring semester on the Valdosta campus.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **47** |
| FRSC 1100 Introduction to the Fire Service | 3 |
| FRSC 1110 Fire Administration Supervision and Leadership | 3 |
| FRSC 1121 Firefighting Strategy and Tactics | 3 |
| FRSC 1132 Fire Service Instructor | 4 |
| FRSC 1141 Hazardous Materials Operations | 4 |
| FRSC 1151 Fire Prevention and Inspection | 4 |
| FRSC 1161 Fire Service Safety and Loss Control | 3 |
| FRSC 2100 Fire Administration Management | 3 |
| FRSC 2110 Fire Service Hydraulics | 3 |
| FRSC 2120 Fire Protection Systems | 3 |
| FRSC 2130 Fire Service Building Construction | 3 |
| FRSC 2141 Incident Command | 4 |
| FRSC 2170 Fire and Arson Investigation | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Horticulture - EH12 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Diploma

**Program Description:** 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.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 21 |
|---|---|
| HORT 1000 Horticulture Science | 3 |
| HORT 1010 Woody Ornamental Plant Identification | 3 |
| HORT 1020 Herbaceous Plant Identification | 3 |
| HORT 1080 Pest Management | 3 |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| HORT 1150 Environmental Horticulture Internship | 3 |
| **XXXX xxxx Occupational Elective (3 Hours)** | |

| 8GH2 - General Horticulture Specialization (15 Hours) | 15 |
|---|---|
| **Choose Five of the Following (15 Hours)** | **15** |
| HORT 1030 Greenhouse Management | 4 |
| HORT 1041 Landscape Construction | 4 |
| HORT 1050 Nursery Production and Management | 4 |
| HORT 1060 Landscape Design | 4 |
| HORT 1070 Landscape Installation | 4 |
| HORT 1120 Landscape Management | 4 |
| HORT 1140 Horticulture Business Management | 3 |
| HORT 1250 Plant Production and Propagation | 4 |
| HORT 1310 Irrigation | 4 |
| HORT 1330 Turfgrass Management | 4 |
| HORT 1500 Small Gas Engine Repair and Maintenance | 4 |
| HORT 1560 Computer-Aided Landscape Design | 4 |
| HORT 1750 Interiorscaping | 4 |

# Horticulture - EH13 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Degree

**Program Description:** The Environmental Horticulture Degree 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.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 21 |
|---|---|
| HORT 1000 Horticulture Science | 3 |
| HORT 1010 Woody Ornamental Plant Identification | 3 |
| HORT 1020 Herbaceous Plant Identification | 3 |
| HORT 1080 Pest Management | 3 |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| HORT 1150 Environmental Horticulture Internship | 3 |
| **XXXX xxxx Occupational Elective (3 Hours)** | |

| 8GH3 - General Horticulture Specialization (24 Hours) | 24 |
|---|---|
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |
| **Choose Seven of the Following (21 Hours)** | **21** |
| HORT 1030 Greenhouse Management | 4 |
| HORT 1041 Landscape Construction | 4 |
| HORT 1050 Nursery Production and Management | 4 |
| HORT 1060 Landscape Design | 4 |
| HORT 1070 Landscape Installation | 4 |
| HORT 1120 Landscape Management | 4 |
| HORT 1140 Horticulture Business Management | 3 |
| HORT 1250 Plant Production and Propagation | 4 |
| HORT 1310 Irrigation | 4 |
| HORT 1330 Turfgrass Management | 4 |
| HORT 1500 Small Gas Engine Repair and Maintenance | 4 |
| HORT 1560 Computer-Aided Landscape Design | 4 |
| HORT 1750 Interiorscaping | 4 |

# Landscape Specialist - LS11

# Technical Certificate of Credit

**Program Description:** The Landscape Specialist TCC helps to prepare graduates for challenging careers in the expanding field of Landscaping. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 17 |
|---|---|
| HORT 1000 Horticulture Science | 3 |
| HORT 1010 Woody Ornamental Plant Identification | 3 |
| HORT 1070 Landscape Installation | 4 |
| HORT 1080 Pest Management | 3 |
| HORT 1120 Landscape Management | 4 |

# Lawn Maintenance Specialist - LM11

## Technical Certificate of Credit

**Program Description:** The Lawn Maintenance Specialist technical certificate of credit program is a sequence of courses that prepares students for entry-level work as a lawn maintenance specialist. Topics include: horticulture construction, landscape installation, and pest management.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of $10^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 10 |
|---|---|
| HORT 1000 Horticulture Science | 3 |
| HORT 1070 Landscape Installation | 4 |
| HORT 1080 Pest Management | 3 |

# Nursery/Greenhouse Technician - PPS1

## Technical Certificate of Credit

**Program Description:** Prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 17 |
|---|---|
| HORT 1000 Horticulture Science | 3 |
| HORT 1010 Woody Ornamental Plant Identification | 3 |
| HORT 1020 Herbaceous Plant Identification | 3 |
| HORT 1030 Greenhouse Management | 4 |
| HORT 1050 Nursery Production and Management | 4 |

# Programs in Technical & Industrial

## Air Conditioning

Advanced Commercial Refrigeration - AC81
Air Conditioning Electrical Technician - ACK1
Air Conditioning Repair Specialist - ACY1
Air Conditioning Technician Assistant - AZ31
Air Conditioning Technology - ACT2

## Auto Collision Repair

Advanced Auto Sheet Metal Custom Fabrication Technician - AA31 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Collision Mechanical/Electrical Helper - AH71 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Collision Repair - ACR2 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Collision Repair Assistant I - AB51 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Collision Repair Assistant II - AZ51 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Refinishing Assistant I - ARA1 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Automotive

Auto Electrical/Electronic Systems Technician - AE41
Automotive Chassis Technician Specialist - ASG1
Automotive Climate Control Technician - AH21
Automotive Engine Performance Technician - AE51
Automotive Fundamentals - AF12
Automotive Refinishing Assistant II - AP71 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020
Automotive Technology - AT14
Automotive Transmission/ Transaxle Tech Specialist - AA71

## Construction/Maintenance

Carpentry Fundamentals - CF21
General Construction Assistant - GC41

## Diesel Truck Maintenance

Diesel Electrical/Electronic Systems Technician - DE11
Diesel Truck Maintenance Technician- DTM1

## Electrical Engineering

Electrical/Computer Engineering Technology - EE13
Engineering Technology - ET33
Engineering Technology Fundamentals - EF11

## Industrial/Electrical Systems

Basic Electricity Technician - BE31
Basic Mechatronics Specialist- MS41
Basic Mechatronics Technician - BM51
Commercial Electrical Construction Technology - CEC2
Commercial Electrical Construction Technology - CEC3
Computer Engineering Technology - CET1
Electrical Maintenance Technician - EM81
Electrical Systems Assistant - ESA1
Electrical Systems Technology - ES12 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SPRING 2019)
Electrical Technician - ET51
Industrial Electrical Assistant - IE21
Industrial Electrician - IE41
Industrial Fluid Power Technician - IF11
Industrial Systems Fundamentals - IS61
Industrial Systems Technology - IST4
Mechatronics Specialist - AM11
Mechatronics Technology - MT23
Programmable Control Technician - PC81
Residential Wiring Technician - RW21

## Machine Tool Technology

Basic Machinist - BM31
CNC Specialist - CS51
Lathe Operator - LP11
Metals Technician - ME31
Mill Operator - MP11
Precision Machining & Manufacturing (Previously Machine Tool Technology) - MTT2

## Manufacturing

Certified Manufacturing Specialist - CM51
Dual Enrollment Manufacturing Maintenance Technician - MMM1
Dual Enrollment Manufacturing Production Assistant - MMP1

## Technical Studies

Technical Studies - TS23

## Telecommunications

Cable Installation Specialist - CIS1
Low Voltage Electronic Safety and Security Technician - LVE1
Low Voltage System Installer - LV21
Telecommunications and Security Technology - TES2
Interdisciplinary Studies - AF53

## Welding & Joining Technology

Advanced Shielded Metal Arc Welder - OSM1
Basic Shielded Metal Arc Welder - FS31
Dual Enrollment Flux Cored Arc Welder - MF61
Dual Enrollment Basic Shielded Arc Welder- MB31
Dual Enrollment Gas Metal Arc Welder - MGM1
Dual Enrollment Gas Tungsten Arc Welder- MGT1
Gas Metal Arc Welder - GM31
Gas Tungsten Arc Welder - GTA1
Pipe Welder - PW11
Welding & Joining Technology - WAJ2

# Advanced Commercial Refrigeration - AC81

## Technical Certificate of Credit

**Program Description:** The Advanced Commercial Refrigeration TCC is a sequence of courses that prepares diploma or degree graduates or air conditioning technicians for careers in the commercial refrigeration air conditioning industry. The program emphasizes a combination of theory and practical application necessary of successful employment. Program graduates receive an Advanced Commercial Refrigeration Technical Certificate of Credit.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| AIRC 2070 Commercial Refrigeration Design | 4 |
| AIRC 2080 Commercial Refrigeration Applications | 4 |
| AIRC 2090 Troubleshooting/Servicing Commercial Refrigeration | 4 |

# Air Conditioning Electrical Technician - ACK1

## Technical Certificate of Credit

**Program Description:** The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| AIRC 1030 HVACR Electrical Fundamentals | 4 |
| AIRC 1040 HVACR Electrical Motors | 4 |
| AIRC 1050 HVACR Electrical Components and Control | 4 |

# Air Conditioning Repair Specialist - ACY1

## Technical Certificate of Credit

**Program Description:** The Air Conditioning Repair Specialist TCC is a series of courses designed to prepare students for positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provide for the necessary skills to support industry requirements.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of $10^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 24 |
|---|---|
| AIRC 1005 Refrigeration Fundamentals | 4 |
| AIRC 1030 HVACR Electrical Fundamentals | 4 |
| AIRC 1040 HVACR Electrical Motors | 4 |
| AIRC 1070 Gas Heat | 4 |
| AIRC 1080 Heat Pumps and Related Systems | 4 |
| AIRC 1010 Refrigeration Principles and Practices | 4 |

# Air Conditioning Technician Assistant - AZ31

## Technical Certificate of Credit

**Program Description:** The Refrigeration Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| AIRC 1005 Refrigeration Fundamentals | 4 |
| AIRC 1010 Refrigeration Principles and Practices | 4 |
| AIRC 1020 Refrigeration System Components | 4 |

# Air Conditioning Technology - ACT2

## Diploma

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

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 43 |
|---|---|
| AIRC 1005 Refrigeration Fundamentals | 4 |
| AIRC 1010 Refrigeration Principles and Practices | 4 |
| AIRC 1020 Refrigeration System Components | 4 |
| AIRC 1030 HVACR Electrical Fundamentals | 4 |
| AIRC 1040 HVACR Electrical Motors | 4 |
| AIRC 1050 HVACR Electrical Components and Control | 4 |
| AIRC 1060 Air Conditioning System Application/Installation | 4 |
| AIRC 1070 Gas Heat | 4 |
| AIRC 1080 Heat Pumps and Related Systems | 4 |
| AIRC 1090 Troubleshooting Air Conditioning Systems | 4 |
| **Occupational Elective - Choose One of the Following (3 Hours)** | **3** |
| AIRC 2070 Commercial Refrigeration Design | 4 |
| AIRC 2080 Commercial Refrigeration Applications | 4 |
| AIRC 2090 Troubleshooting/Servicing Commercial Refrigeration | 4 |
| AIRC 2500 HVACR Internship-Practicum | 4 |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| ELTR 1060 Electrical Prints, Schematics, and Symbols | 2 |
| ELTR 1110 Electric Motors | 4 |
| ELTR 1205 Residential Wiring I | 3 |
| IDFC 1007 Industrial Safety Procedures | 2 |
| IDFC 1011 Direct Current I | 3 |
| IDFC 1012 Alternating Current I | 3 |
| IDSY 1101 DC Circuit Analysis | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |
| IDSY 1110 Industrial Motor Controls I | 4 |
| **Choose One of the Following (3 Hours)** | |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |

# Advanced Auto Sheet Metal Custom Fabrication Technician - AA31 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Technical Certificate of Credit

**Program Description:** The Advanced Auto Sheet Metal Custom Fabrication Technician certificate 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.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Additional Program Requirements:**

- Students must have a minimum of 3 years industry experience or completion of the Automotive Collision Repair technical certificates.

**Curriculum**

| Occupational | 36 |
|---|---|
| ACRP 1000 Introduction to Auto Collision Repair | 4 |
| ACRP 1005 Automobile Component Repair and Replacement | 4 |
| ACRP 1010 Foundations of Collision Repair | 5 |
| ACRP 1015 Fundamentals of Automotive Welding | 4 |
| ACRP 2270 Introduction to the Advanced Sheet Metal Repair | 2 |
| ACRP 2272 Bends, Curves and Weld-On Panels | 2 |
| ACRP 2274 Body Construction | 3 |
| ACRP 2276 Chopping Tops | 3 |
| ACRP 2278 Fuel Tanks | 2 |
| ACRP 2280 Frenching | 3 |
| ACRP 2282 Sectioning, Pancaking, and Channeling | 4 |

# Automotive Collision Mechanical/Electrical Helper - AH71 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Technical Certificate of Credit

**Program Description:** The Automotive Collision Mechanical and Electrical Helper TCC is a sequence of courses designed to prepare students for pursuing a helper position in the automotive collision repair profession. The program covers work shop safety, organization and flow as well as basic auto body component removal and replacement procedures and automotive mechanical and electrical system components.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 17 |
|---|---|
| ACRP 1000 Introduction to Auto Collision Repair | 4 |
| ACRP 1005 Automobile Component Repair and Replacement | 4 |
| ACRP 1017 Mechanical and Electrical Systems I | 4 |
| ACRP 1019 Mechanical and Electrical Systems II | 5 |

# Automotive Collision Repair - ACR2 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Diploma

**Program Description:** The Automotive Collision Repair Diploma 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 depending on the specialization area a student chooses to complete. Program graduates receive an Automotive Collision Repair diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Start Terms:**

- This program begins each Fall and Spring semester on the Valdosta campus.

**Additional Information:**

- Upon graduation from this diploma, students can apply the occupational courses to the Associate of Applied Science in Technical Studies degree. [77]

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Occupational Courses** | **29** |
| ACRP 1000 Introduction to Auto Collision Repair | 4 |
| ACRP 1005 Automobile Component Repair and Replacement | 4 |
| ACRP 1010 Foundations of Collision Repair | 5 |
| ACRP 1015 Fundamentals of Automotive Welding | 4 |
| ACRP 1017 Mechanical and Electrical Systems I | 4 |
| ACRP 1019 Mechanical and Electrical Systems II | 5 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Specializations – Choose One of the Following (12 Hours)** | **12** |
| **8RS2 - Refinishing Specialization (12 hours)** | **12** |
| ACRP 2001 Introduction to Auto Painting and Refinishing | 5 |
| ACRP 2002 Painting and Refinishing Techniques | 5 |
| ACRP 2009 Refinishing Internship | 2 |
| **8MC2 - Major Collision Repair Specialization (12 hours)** | **12** |
| ACRP 2010 Major Collision Repair | 5 |
| ACRP 2015 Major Collision Replacements | 5 |
| ACRP 2019 Major Collision Repair Internship | 2 |

# Automotive Collision Repair Assistant I - AB51 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Technical Certificate of Credit

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

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| ACRP 1000 Introduction to Auto Collision Repair | 4 |
| ACRP 1005 Automobile Component Repair and Replacement | 4 |
| ACRP 1015 Fundamentals of Automotive Welding | 4 |

# Automotive Collision Repair Assistant II - AZ51 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Technical Certificate of Credit

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

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 15 |
|---|---|
| ACRP 1010 Foundations of Collision Repair | 5 |
| ACRP 2010 Major Collision Repair | 5 |
| ACRP 2015 Major Collision Replacements | 5 |

# Automotive Refinishing Assistant I - ARA1 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Technical Certificate of Credit

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

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 13 |
|---|---|
| ACRP 1000 Introduction to Auto Collision Repair | 4 |
| ACRP 1005 Automobile Component Repair and Replacement | 4 |
| ACRP 1010 Foundations of Collision Repair | 5 |

# Auto Electrical/Electronic Systems Technician - AE41

## Technical Certificate of Credit

**Program Description:** This certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

**Locations offered:**
Valdosta
Ben Hill Irwin
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 9 |
|---|---|
| AUTT 1010 Introduction to Automotive Technology | 2 |
| AUTT 1020 Automotive Electrical Systems | 7 |

# Automotive Chassis Technician Specialist - ASG1

## Technical Certificate of Credit

**Program Description:** The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

**Locations offered:**
Valdosta
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 17 |
|---|---|
| AUTT 1010 Introduction to Automotive Technology | 2 |
| AUTT 1020 Automotive Electrical Systems | 7 |
| AUTT 1030 Automotive Brake Systems | 4 |
| AUTT 1050 Auto Suspension and Steering Systems | 4 |

# Automotive Climate Control Technician - AH21

## Technical Certificate of Credit

**Program Description:** The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry level climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

**Locations offered:**
Valdosta
Ben Hill Irwin
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 14 |
|---|---|
| AUTT 1010 Introduction to Automotive Technology | 2 |
| AUTT 1020 Automotive Electrical Systems | 7 |
| AUTT 1060 Automotive Climate Control Systems | 5 |

# Automotive Engine Performance Technician - AE51

## Technical Certificate of Credit

**Program Description:** The Automotive Engine Performance Technician certificate program introduces students to the knowledge and skills they will need as entry level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronics diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

**Locations offered:**
Valdosta
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 16 |
|---|---|
| AUTT 1010 Introduction to Automotive Technology | 2 |
| AUTT 1020 Automotive Electrical Systems | 7 |
| AUTT 1040 Automotive Engine Performance | 7 |

# Automotive Fundamentals - AF12

## Diploma

**Program Description:** The Automotive Fundamentals Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Fundamentals diploma that qualifies them as entry-level technicians.

**Locations offered:**
Valdosta
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Start Terms:**

- This program begins each Fall and Spring semester on the Ben Hill and Valdosta campuses.

**Additional Information:**

- Upon graduation from this diploma, students can apply the occupational courses to the Associate of Applied Science in Technical Studies degree.[77]

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Occupational Courses** | **18** |
| AUTT 1010 Introduction to Automotive Technology | 2 |
| AUTT 1030 Automotive Brake Systems | 4 |
| AUTT 1050 Auto Suspension and Steering Systems | 4 |
| AUTT 1060 Automotive Climate Control Systems | 5 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Auto Electrical Course Option - Choose One of the Following (7 Hours)** | **7** |
| AUTT 1020 Automotive Electrical Systems | 7 |
| **OR Complete Both of the Following (7 Hours)** | **7** |
| AUTT 1021 Automotive Electrical Systems I | 4 |
| AUTT 1022 Automotive Electrical Systems II | 3 |

| | |
|---|---|
| **Auto Engine Performance Course Option - Choose One of the Following (7 Hours** | **7** |
| AUTT 1040 Automotive Engine Performance | 7 |
| **OR Complete Both of the Following (7 Hours)** | **7** |
| AUTT 1041 Automotive Engine Performance I | 3 |
| AUTT 1042 Automotive Engine Performance II | 4 |

# Automotive Refinishing Assistant II - AP71 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020

## Technical Certificate of Credit

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

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 10 |
|---|---|
| ACRP 2001 Introduction to Auto Painting and Refinishing | 5 |
| ACRP 2002 Painting and Refinishing Techniques | 5 |

# Automotive Technology - AT14

# Diploma

**Program Description:** The Automotive Technology Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment by offering advanced level courses in engine repair, automatic transmissions/transaxles, and manual drive trains and axles, whereas the Automotive Fundamentals diploma program offers training in these skills areas at the entry level technician only. Program graduates receive an Auto Technology diploma that qualifies them as well rounded entry-level technicians.

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Start Terms:**

- This program begins each Fall and Spring semester on the Valdosta and Ben Hill campuses.

**Additional Information:**

- Upon graduation from this diploma, students can apply the occupational courses to the Associate of Applied Science in Technical Studies degree.[77]

The WGTC Automotive Technology programs are accredited at the MASTER level by the ASE Education Foundation (previously NATEF).

National Institute for Automotive Service Excellence (ASE)
1503 Edwards Ferry Road NE, Suite 401
Leesburg, VA 20176

https://www.ase.com/Home.aspx[8]

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 31 |
|---|---|
| AUTT 1010 Introduction to Automotive Technology | 2 |
| AUTT 1030 Automotive Brake Systems | 4 |
| AUTT 1050 Auto Suspension and Steering Systems | 4 |
| AUTT 1060 Automotive Climate Control Systems | 5 |
| AUTT 2020 Automotive Manual Drive Train and Axles | 4 |
| AUTT 2030 Automatic Transmission and Transaxles | 5 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **Occupational Elective - Choose One of the Following (4 Hours)** | **4** |
| AUTT 1070 Automotive Technology Internship | 4 |
| AUTT 2100 Automotive Alternative Fuel Vehicles | 4 |
| AUTT 2110 Automotive Light Duty Diesel Engines | 4 |
| WELD 1000 Introduction to Welding Technology | 4 |
| BUSN 1300 Introduction to Business | 3 |
| MGMT 1100 Principles of Management | 3 |
| MGMT 1120 Introduction to Business | 3 |
| MKTG 2210 Entrepreneurship | 6 |

| | |
|---|---|
| **Auto Electrical Course Options - Choose One of the Following (7 Hours)** | **7** |
| AUTT 1020 Automotive Electrical Systems | 7 |
| **OR Complete Both of the Following (7 Hours)** | **7** |
| AUTT 1021 Automotive Electrical Systems I | 4 |
| AUTT 1022 Automotive Electrical Systems II | 3 |
| **Auto Engine Performance Course Options - Choose One of the Following (7 Hours)** | **7** |
| AUTT 1040 Automotive Engine Performance | 7 |
| **OR Complete Both of the Following (7 Hours)** | **7** |
| AUTT 1041 Automotive Engine Performance I | 3 |
| AUTT 1042 Automotive Engine Performance II | 4 |
| **Auto Engine Repair Course Options - Choose One of the Following (6 Hours)** | **6** |
| AUTT 2010 Automotive Engine Repair | 6 |
| **OR Complete Both of the Following (6 Hours)** | **6** |
| AUTT 2011 Automotive Engine Repair I | 3 |
| AUTT 2012 Automotive Engine Repair II | 3 |

# Automotive Transmission/ Transaxle Tech Specialist - AA71

## Technical Certificate of Credit

**Program Description:** The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

**Locations offered:**
Valdosta
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 18 |
|---|---|
| AUTT 1010 Introduction to Automotive Technology | 2 |
| AUTT 1020 Automotive Electrical Systems | 7 |
| AUTT 2020 Automotive Manual Drive Train and Axles | 4 |
| AUTT 2030 Automatic Transmission and Transaxles | 5 |

# Carpentry Fundamentals - CF21

## Technical Certificate of Credit

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

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 13 |
|---|---|
| COFC 1080 Construction Trades Core | 4 |
| CARP 1000 Fundamental Carpentry Skills | 3 |
| CARP 1015 Structural Framing I | 3 |
| CARP 1020 Structural Framing II | 3 |

# General Construction Assistant - GC41

## Technical Certificate of Credit

**Program Description:** 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.

*This program is generally reserved for local area high schools only.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 13 |
|---|---|
| BFMT 1050 Fundamentals of Plumbing | 2 |
| ELTR 1205 Residential Wiring I | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| BFMT 1030 Fundamentals of Structured Maintenance | 4 |
| CARP 1015 Structural Framing I | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| MSNR 1005 Introduction Masonry and Brick Laying | 4 |
| MSNR 1015 Introduction to Masonry | 3 |
| **Choose One of the Following (2-4 Hours)** | **2** |
| IDFC 1007 Industrial Safety Procedures | 2 |
| CCMN 1040 Construction Safety | 4 |

# Diesel Electrical/Electronic Systems Technician - DE11

## Technical Certificate of Credit

**Program Description:** The Diesel Electrical and Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronics systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

**Locations offered:**
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 10 |
|---|---|
| DIET 1000 Introduction to Diesel Technology, Tools, & Safety | 3 |
| DIET 1010 Diesel Electrical and Electronic Systems | 7 |

# Diesel Truck Maintenance Technician- DTM1

## Technical Certificate of Credit

**Program Description:** The Diesel Truck Maintenance Technician certificate program provides training in the essential knowledge, skills, and attitudes necessary for employment as a maintenance technician on semi-trucks, trailers or other diesel equipment. The topics covered include diesel shop safety, tools and equipment, preventive maintenance procedures, truck brake systems, and truck drive trains.

**Locations offered:**
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

**Start Terms:**

- This program begins each Spring semester on the Coffee campus.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 16 |
|---|---|
| DIET 1000 Introduction to Diesel Technology, Tools, & Safety | 3 |
| DIET 1020 Preventative Maintenance | 5 |
| DIET 2010 Truck Brake Systems | 4 |
| DIET 2020 Truck Drive Trains | 4 |
| **Diesel Electrical/Electronic Systems Option: Choose One of the Following (7 Hours)** | **7** |
| DIET 1010 Diesel Electrical and Electronic Systems | 7 |
| **OR Complete Both of the Following (7 Hours)** | **7** |
| DIET 1011 Diesel Electrical and Electronic Systems I | 4 |
| DIET 1012 Diesel Electrical and Electronic Systems II | 3 |

# Electrical/Computer Engineering Technology - EE13

## Degree

**Program Description:** The Electrical and Computer Engineering Technology Degree program is a planned sequence of carefully developed college level courses designed to prepare students to work in the field of electronics and computer engineering technology. The program of study emphasizes the application of scientific, mathematic, and engineering knowledge and methods combined with technical skills in support of engineering activities. Program graduates will receive an Electronics and Computer Engineering Technology Associate of Applied Science degree, qualifying them as engineering technicians with a specialization in computer engineering technology, electronics engineering technology, or instrumentation and control engineering technology.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 19 |
|---|---|
| **Area I - Language Arts/Communication (3 Hours)** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science – Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Complete 7 Hours** | **7** |
| MATH 1111 College Algebra | 3 |
| PHYS 1111 Introductory Physics I | 3 |
| PHYS 1111L Introductory Physics I Lab | 1 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **Additional General Education Core Requirement (3 Hours)** | **3** |
| MATH 1113 Precalculus | 3 |

| Occupational Courses | 26 |
|---|---|
| ECET 1101 Circuit Analysis I | 4 |
| ECET 1110 Digital Systems I | 4 |
| ECET 1191 Computer Programming Fundamentals | 3 |
| ECET 2101 Circuit Analysis II | 4 |
| ENGT 1000 Introduction to Engineering Technology | 3 |
| **XXXX xxxx Occupational Electives (8 Hours)** | **8** |

| Specializations – Choose One of the Following (17 - 19 Hours) | 17 |
|---|---|
| **8C13 - Computer Engineering Technology (17 Hours)** | **17** |
| ECET 2110 Digital Systems II | 4 |
| ECET 2120 Electronic Circuits I | 4 |
| ECET 2210 Networking Systems II | 4 |
| ENGT 2300 Capstone Project I | 1 |
| **Networking Option - Choose One of the Following (4 Hours)** | **4** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| ECET 1210 Networking Systems I | 4 |
| **8EE3 - Electronics Engineering Technology (17 Hours)** | **17** |
| ECET 1210 Networking Systems I | 4 |
| ECET 2110 Digital Systems II | 4 |
| ECET 2120 Electronic Circuits I | 4 |
| ECET 2220 Electronic Circuits II | 4 |
| ENGT 2300 Capstone Project I | 1 |
| **8T13 - Telecommunications Engineering Technology (19 hours) - Students completing this specialization will be required to attend class on the Ben Hill - Irwin Campus.** | **19** |
| ECET 1210 Networking Systems I | 4 |
| ENGT 2300 Capstone Project I | 1 |
| TELE 1000 Introduction to Telecommunications | 3 |
| TELE 1210 Communications Transmission Concepts | 4 |
| TELE 2210 Data Communications | 4 |
| TELE 2230 Fiber Optics | 3 |

# Engineering Technology - ET33

## Degree

**Program Description:** The Engineering Technology Program is intended to provide the opportunity for students to explore a career in engineering at the professional level. Program graduates will receive an Associate of Applied Science degree in Engineering Technology, qualifying them as engineering technicians with a specialization in mechanical engineering technology, electrical engineering technology, or industrial engineering technology.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 16 |
|---|---|
| **Area I - Language Arts/Communication** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| HIST 1111 World History I | 3 |
| HIST 1112 World History II | 3 |
| HIST 2111 U.S. History I | 3 |
| HIST 2112 U.S. History II | 3 |
| **Area III - Natural Sciences/Mathematics - Complete 6 Hours** | **6** |
| MATH 1111 College Algebra | 3 |
| MATH 1113 Precalculus | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **Additional General Education Core Requirement (3 Hours)** | **4** |
| MATH 1131 Calculus I | 4 |

| Occupational Courses | 25 |
|---|---|
| ENGL 1105 Technical Communications | 3 |
| DFTG 2010 Engineering Graphics | 4 |
| ENGL 1102 Literature and Composition | 3 |
| SPCH 1101 Public Speaking | 3 |
| PHYS 1111 Introductory Physics I | 3 |
| PHYS 1111L Introductory Physics I Lab | 1 |
| PHYS 1112 Introductory Physics II | 3 |
| PHYS 1112L Introductory Physics II Lab | 1 |
| **Choose One of the Following Chemistry Sequences (4 Hours)** | **4** |
| CHEM 1151 Survey of Inorganic Chemistry | 3 |
| CHEM 1151L Survey of Inorganic Chemistry Lab | 1 |
| CHEM 1211 Chemistry I | 3 |
| CHEM 1211L Chemistry I Lab | 1 |

| | |
|---|---|
| **Specializations - Choose One of the Following (23 -24 Hours)** | **23** |
| **8E13 - Electrical Engineering Technology (23 Hours)** | **23** |
| ENGT 1000 Introduction to Engineering Technology | 3 |
| ECET 1101 Circuit Analysis I | 4 |
| ECET 2101 Circuit Analysis II | 4 |
| ECET 1110 Digital Systems I | 4 |
| ECET 2120 Electronic Circuits I | 4 |
| **Choose One of the Following (4 Hours)** | **4** |
| ECET 2110 Digital Systems II | 4 |
| MATH 1132 Calculus II | 4 |
| **8I23 - Industrial Engineering Technology (24 Hours)** | **24** |
| ACCT 1100 Financial Accounting I | 4 |
| MATH 1127 Introduction to Statistics | 3 |
| MEGT 1010 Manufacturing Processes | 3 |
| **Programming Course - Choose One of the Following (3 Hours)** | **3** |
| CIST 1305 Program Design and Development | 3 |
| CIST 2341 C# Programming I | 4 |
| CIST 2361 C++ Programming I | 4 |
| CIST 2371 Java Programming I | 4 |
| **Choose One of the Following (2 Hours)** | **2** |
| LOGI 1000 Business Logistics | 3 |
| MEGT 1321 Machining and Welding | 2 |
| **XXXX xxxx Occupational Electives (9 Hours)** | **9** |

# Engineering Technology Fundamentals - EF11

## Technical Certificate of Credit

**Program Description:** The intent of the Engineering Fundamentals technical certificate of credit is to expose students to Engineering Technology and Civil Engineering Technology. Provides training in core engineering techniques. These techniques include drafting and design, and complex mathematical calculations. Topics also include engineering project write-ups, presentation, evaluation, and safety.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 13 |
|---|---|
| MATH 1111 College Algebra | 3 |
| MATH 1113 Precalculus | 3 |
| ENGT 1000 Introduction to Engineering Technology | 3 |
| DFTG 2010 Engineering Graphics | 4 |

# Basic Electricity Technician - BE31

## Technical Certificate of Credit

**Program Description:** The Basic Electricity Technician Technical Certificate of Credit provides a basic knowledge of direct current and alternating current circuits and their components.

**Locations offered:**
Valdosta
Online
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 13 |
|---|---|
| ELCR 1010 Direct Current Circuits | 6 |
| ELCR 1020 Alternating Current Circuits | 7 |

# Basic Mechatronics Specialist-MS41

## Technical Certificate of Credit

**Program Description:** The Basic Mechatronics Specialist certificate program provides students with the necessary skills and understanding to perform installation, diagnostic and repair to mechatronic systems and automated equipment. The program focuses on Motor Controls and Programmable Logic Controllers.

*This program is generally reserved for local area high schools only.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 9 |
|---|---|
| AUMF 1120 Programmable Controls | 5 |
| IDSY 1110 Industrial Motor Controls I | 4 |

# Basic Mechatronics Technician - BM51

## Technical Certificate of Credit

**Program Description:** The Basic Mechatronics Technician certificate program is designed to provide students with entry level understanding and skills to perform duties on Mechatronic equipment. The skills include an introduction to DC and AC Circuits, Pneumatic Systems, Industrial Controls and PLCs. Students will receive both lecture/instructor led curriculum along with practical hands-on sessions. Students will obtain knowledge which will provide an understanding of the basic technologies used in industry to achieve automated processes.

*This program is generally reserved for local area high schools only.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| MCTX 1011 Basic Mechatronics Fundamentals Level I | 3 |
| MCTX 1012 Basic Mechatronics Fundamentals Level II | 3 |
| MCTX 1013 Basic Mechatronics Fundamentals Level III | 3 |
| MCTX 1014 Basic Mechatronics Fundamentals IV | 3 |

# Commercial Electrical Construction Technology - CEC2

## Diploma

**Program Description:** The Commercial Electrical Construction Technology Diploma program provides instruction in the installation, maintenance, and repair of electrical systems in the residential, commercial, and industrial sectors. A combination of basic concepts, theory, and practical application is utilized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Commercial Electrical Construction Technology.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| **Choose One of the Following (2 Hours)** | **2** |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| PSYC 1010 Basic Psychology | 3 |
| **Occupational Courses** | **49** |
| ELTR 1010 Direct Current Fundamentals | 3 |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| ELTR 1060 Electrical Prints, Schematics, and Symbols | 2 |
| ELTR 1011 Basic Conduit Installation | 2 |
| ELTR 1012 Intermediate Conduit Installation | 2 |
| ELTR 1013 Advanced Conduit Installation | 2 |
| ELTR 1090 Commercial Wiring II | 3 |
| ELTR 1205 Residential Wiring I | 3 |
| ELTR 1260 Transformers | 3 |
| IDSY 1110 Industrial Motor Controls I | 4 |
| IDSY 1130 Industrial Wiring | 4 |
| CCMN 1040 Construction Safety | 4 |
| CMTT 1130 Improving Productivity and Managing Project Costs | 2 |
| COFC 1020 Professional Tool Use and Safety | 3 |
| CWDS 1620 Representative Warehouse Skills | 1 |
| **XXXX xxxx Occupational Electives (8 Hours)** | **8** |

# Commercial Electrical Construction Technology - CEC3

## Degree

**Program Description:** The Commercial Electrical Construction Technology Associate of Applied Science program provides instruction in the installation, maintenance, and repair of electrical systems in the residential, commercial, and industrial sectors. A combination of basic concepts, theory, and practical application is utilized to develop academic, technical, and professional knowledge and skills. Program graduates receive a degree in Commercial Electrical Construction Technology Associate of Applied Science.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Complete 3 Hours** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |

| Occupational Courses | 49 |
|---|---|
| ELTR 1010 Direct Current Fundamentals | 3 |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| ELTR 1060 Electrical Prints, Schematics, and Symbols | 2 |
| ELTR 1011 Basic Conduit Installation | 2 |
| ELTR 1012 Intermediate Conduit Installation | 2 |
| ELTR 1013 Advanced Conduit Installation | 2 |
| ELTR 1090 Commercial Wiring II | 3 |
| ELTR 1205 Residential Wiring I | 3 |
| ELTR 1260 Transformers | 3 |
| IDSY 1110 Industrial Motor Controls I | 4 |
| IDSY 1130 Industrial Wiring | 4 |
| CCMN 1040 Construction Safety | 4 |
| CMTT 1130 Improving Productivity and Managing Project Costs | 2 |
| COFC 1020 Professional Tool Use and Safety | 3 |
| CWDS 1620 Representative Warehouse Skills | 1 |
| **XXXX xxxx Occupational Electives (8 Hours)** | **8** |

# Computer Engineering Technology - CET1

## Technical Certificate of Credit

**Program Description:** The Computer Engineering Technology Fundamentals Technical Certificate of Credit (TCC) provides students with an opportunity to exit the Electronics and Computer Engineering Technology program with the basic technical skills required to enter the computer engineering technology field through a short-term certificate program. The courses in the Computer Engineering Technology TCC are embedded within the Electronics and Computer Engineering Technology A.A.S. Degree program. The completion of this certificate shows a current employer or prospective employer that progress has been made in the program and that basic skills have been achieved. The Electronics and Computer Engineering Technology Technical Certificates of Credit programs are planned sequences of carefully developed college-level courses designed to prepare students to work in the field of electronics and computer engineering technology. The programs emphasize the application of scientific, mathematics, and engineering knowledge and methods combined with technical skills in support of engineering activities.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE

Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 14 |
|---|---|
| ECET 1101 Circuit Analysis I | 4 |
| ECET 1110 Digital Systems I | 4 |
| ECET 1191 Computer Programming Fundamentals | 3 |
| ENGT 1000 Introduction to Engineering Technology | 3 |

# Electrical Maintenance Technician - EM81

## Technical Certificate of Credit

**Program Description:** The Electrical Maintenance Technician Technical Certificate of Credit provides instruction in industrial systems electrical inspection, maintenance, service, and repair. Topics include DC and AC fundamentals, motor controls, magnetic starters and braking systems, PLCs, and industrial wiring procedures.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 18 |
|---|---|
| IDSY 1110 Industrial Motor Controls I | 4 |
| IDSY 1120 Basic Industrial PLC's | 4 |
| IDSY 1130 Industrial Wiring | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| IDFC 1011 Direct Current I | 3 |
| IDSY 1101 DC Circuit Analysis | 3 |
| ELTR 1010 Direct Current Fundamentals | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| IDFC 1012 Alternating Current I | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |

# Electrical Systems Assistant - ESA1

## Technical Certificate of Credit

**Program Description:** The Electrical Systems Assistant Technical Certificate provides students with the occupational knowledge and skills necessary for entry-level employment as an electrician. Topics include mathematical applications, safety procedures, and direct and alternating current fundamentals.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 11 |
|---|---|
| MATH 1012 Foundations of Mathematics | 3 |
| IDFC 1007 Industrial Safety Procedures | 2 |
| IDSY 1101 DC Circuit Analysis | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |

# Electrical Systems Technology - ES12 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SPRING 2019)

## Diploma

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

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Additional Information:**

- Upon graduation from this diploma, students can apply the occupational courses to the Associate of Applied Science in Technical Studies degree.[77]

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Occupational Courses** | **19** |
| IDFC 1007 Industrial Safety Procedures | 2 |
| ELTR 1060 Electrical Prints, Schematics, and Symbols | 2 |
| ELTR 1080 Commercial Wiring I | 5 |
| ELTR 1180 Electrical Controls | 4 |
| ELTR 1090 Commercial Wiring II | 3 |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |
| **Circuit Analysis - Choose One of the Below Options (5-6 Hours)** | **5** |
| IDSY 1100 Basic Circuit Analysis | 5 |
| **Direct Current I - Choose One of the Following (3 Hours)** | **3** |
| ELTR 1010 Direct Current Fundamentals | 3 |
| IDFC 1011 Direct Current I | 3 |
| IDSY 1101 DC Circuit Analysis | 3 |
| **Alternating Current I - Choose One of the Following (3 Hours)** | **3** |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| IDFC 1012 Alternating Current I | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |

| | |
|---|---|
| **Specializations – Choose One of the Following (10 Hours)** | **10** |
| **8EC2 - Electrical Construction and Maintenance Specialization (10 Hours)** | **10** |
| ELTR 1205 Residential Wiring I | 3 |
| ELTR 1210 Residential Wiring II | 3 |
| **XXXX xxxx Occupational Elective (4 Hours)** | **4** |
| **8I12 - Industrial Electrical Technology Specialization (10 Hours)** | **10** |
| ELTR 1250 Diagnostic Troubleshooting | 2 |
| ELTR 1270 N.E.C. Industrial Wiring Applications | 4 |
| **Industrial PLC's - Choose One of the Following (4 Hours)** | **4** |
| ELTR 1220 Industrial PLC's | 4 |
| IDSY 1120 Basic Industrial PLC's | 4 |

# Electrical Technician - ET51

## Technical Certificate of Credit

**Program Description:** The Electrical Technician Technical Certificate of Credit provides training in basic electrical wiring skills enabling students to gain entry level employment in the construction and maintenance industry. Topics include basic electrical principles and practices, blueprint interpretation, industrial safety procedures, and residential wiring operations.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 3 |
|---|---|
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 16 |
|---|---|
| IDFC 1007 Industrial Safety Procedures | 2 |
| IDFC 1011 Direct Current I | 3 |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| ELTR 1060 Electrical Prints, Schematics, and Symbols | 2 |
| ELTR 1205 Residential Wiring I | 3 |
| ELTR 1210 Residential Wiring II | 3 |

# Industrial Electrical Assistant - IE21

## Technical Certificate of Credit

**Program Description:** The objective of this program is to provide students with the opportunity to enter the workforce area of industrial maintenance specialized in areas of electrical applications.

**Locations offered:**
Valdosta
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| | |
|---|---|
| **Occupational Courses** | **8** |
| IDSY 1110 Industrial Motor Controls I | 4 |
| IDSY 1130 Industrial Wiring | 4 |
| **Circuit Analysis - Choose One of the Below Options (6 Hours)** | **6** |
| **Direct Current I - Choose One of the Following (3 Hours)** | **3** |
| ELTR 1010 Direct Current Fundamentals | 3 |
| IDFC 1011 Direct Current I | 3 |
| IDSY 1101 DC Circuit Analysis | 3 |
| **Alternate Current I - Choose One of the Following (3 Hours)** | **3** |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| IDFC 1012 Alternating Current I | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |

# Industrial Electrician - IE41

## Technical Certificate of Credit

**Program Description:** The Industrial Electrician Technical Certificate of Credit prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

**Locations offered:**
Valdosta
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 10 |
|---|---|
| IDSY 1130 Industrial Wiring | 4 |
| **Circuit Analysis - Choose One of the Below Options (6 Hours)** | **6** |
| **Direct Current I - Choose One of the Following (3 Hours)** | **3** |
| ELTR 1010 Direct Current Fundamentals | 3 |
| IDFC 1011 Direct Current I | 3 |
| IDSY 1101 DC Circuit Analysis | 3 |
| **Alternate Current I - Choose One of the Following (3 Hours)** | **3** |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| IDFC 1012 Alternating Current I | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |

# Industrial Fluid Power Technician - IF11

## Technical Certificate of Credit

**Program Description:** The Industrial Fluid Power Technician certificate program prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

**Locations offered:**
Valdosta
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 11 |
|---|---|
| IDSY 1170 Industrial Mechanics | 4 |
| IDSY 1190 Fluid Power Systems | 4 |
| IDSY 1195 Pumps and Piping Systems | 3 |

# Industrial Systems Fundamentals - IS61

## Technical Certificate of Credit

**Program Description:** The Industrial Systems Fundamentals Technical Certificate of Credit is an introductory program preparing students for employment in a variety of positions in industrial systems production equipment maintenance. Basic skills provide for opportunities to upgrade or for entry level employment.

**Locations offered:**
Online

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 14 |
|---|---|
| IDFC 1007 Industrial Safety Procedures | 2 |
| IDSY 1101 DC Circuit Analysis | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| **XXXX xxxx Occupational Electives (3 Hours)** | **3** |

# Industrial Systems Technology - IST4

## Diploma

**Program Description:** The Industrial Systems Technology Diploma program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, 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.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Additional Information:**

- Upon graduation from this diploma, students can apply the occupational courses to the Associate of Applied Science in Technical Studies degree.[77]

**Curriculum**

| | |
|---|---|
| **General Core Courses** | **8** |
| ENGL 1010 Fundamentals of English I | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Choose One of the Following (3 Hours)** | **3** |
| MATH 1012 Foundations of Mathematics | 3 |
| MATH 1013 Algebraic Concepts | 3 |
| **Occupational Courses** | **24** |
| IDSY 1170 Industrial Mechanics | 4 |
| IDSY 1130 Industrial Wiring | 4 |
| IDSY 1190 Fluid Power Systems | 4 |
| IDSY 1195 Pumps and Piping Systems | 3 |
| IDFC 1007 Industrial Safety Procedures | 2 |
| **XXXX xxxx Occupational Electives (7 Hours)** | **7** |
| **Circuit Analysis - Choose One of the Below Options (3 - 5 Hours)** | **5** |
| IDSY 1100 Basic Circuit Analysis | 5 |
| **Direct Current I - Choose One of the Following (3 Hours)** | **3** |
| ELTR 1010 Direct Current Fundamentals | 3 |
| IDFC 1011 Direct Current I | 3 |
| IDSY 1101 DC Circuit Analysis | 3 |
| **Alternate Current I - Choose One of the Following (3 Hours)** | **3** |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| IDFC 1012 Alternating Current I | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |
| **Electric Motors I - Choose One of the Following (4 Hours)** | **4** |
| ELTR 1110 Electric Motors | 4 |
| IDSY 1110 Industrial Motor Controls I | 4 |
| **Industrial PLC's - Choose One of the Following (4 Hours)** | **4** |
| ELTR 1220 Industrial PLC's | 4 |
| IDSY 1120 Basic Industrial PLC's | 4 |

# Mechatronics Specialist - AM11

## Technical Certificate of Credit

**Program Description:** understanding to perform installation, diagnostics and repair to mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power, and Robotics.

*This program is generally reserved for local area high schools only.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 11 |
|---|---|
| AUMF 1150 Introduction to Robotics | 3 |
| ELCR 2140 Mechanical Devices | 2 |
| ELCR 2150 Fluid Power | 2 |
| IDSY 1160 Mechanical Laws and Principles | 4 |

# Mechatronics Technology - MT23

## Degree

**Program Description:** The Mechatronics Technology Degree Program is designed for the student who wishes to prepare for a career as an Mechatronics technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The Degree program teaches skills in Mechatronics Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive a Mechatronics Technology Degree that qualifies them for employment as industrial electricians or Mechatronics technicians.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Choose One of the Following (3 Hours)** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **Additional General Education Core Elective** | **3** |

| Occupational Courses | 45 |
|---|---|
| IDFC 1013 Solid State Devices I | 3 |
| IDSY 1110 Industrial Motor Controls I | 4 |
| IDSY 1120 Basic Industrial PLC's | 4 |
| IDSY 1190 Fluid Power Systems | 4 |
| IDSY 1210 Industrial Motor Controls II | 4 |
| IDSY 1220 Intermediate Industrial PLC's | 4 |
| IDSY 1230 Industrial Instrumentation | 4 |
| AUMF 1150 Introduction to Robotics | 3 |
| MCTX 2250 Mechatronics Capstone | 3 |
| CIST 1401 Computer Networking Fundamentals | 4 |
| IDFC 1007 Industrial Safety Procedures | 2 |
| **Direct Current I - Choose One of the Following (3 Hours)** | **3** |
| IDSY 1101 DC Circuit Analysis | 3 |
| IDFC 1011 Direct Current I | 3 |
| ELTR 1010 Direct Current Fundamentals | 3 |
| **Alternating Current I - Choose One of the Following (3 Hours)** | **3** |
| IDSY 1105 AC Circuit Analysis | 3 |
| IDFC 1012 Alternating Current I | 3 |
| ELTR 1020 Alternating Current Fundamentals | 3 |

# Programmable Control Technician - PC81

## Technical Certificate of Credit

**Program Description:** The Programmable Controller Technician I certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

**Locations offered:**
Valdosta
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| IDSY 1110 Industrial Motor Controls I | 4 |
| IDSY 1120 Basic Industrial PLC's | 4 |
| IDSY 1220 Intermediate Industrial PLC's | 4 |

# Residential Wiring Technician - RW21

## Technical Certificate of Credit

**Program Description:** The Residential Wiring Technical Certificate of Credit prepares students for employment in the construction industry as qualified residential wiring technicians. Topics include NEC regulations, blueprint reading, principles of direct and alternating current, and residential wiring procedures and practices.

**Locations offered:**
Valdosta
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 16 |
|---|---|
| IDFC 1007 Industrial Safety Procedures | 2 |
| ELTR 1060 Electrical Prints, Schematics, and Symbols | 2 |
| ELTR 1205 Residential Wiring I | 3 |
| ELTR 1210 Residential Wiring II | 3 |
| **Select One of the Following DC Courses** | **3** |
| IDFC 1011 Direct Current I | 3 |
| IDSY 1101 DC Circuit Analysis | 3 |
| ELTR 1010 Direct Current Fundamentals | 3 |
| **Select One of the Following AC Courses** | **3** |
| ELTR 1020 Alternating Current Fundamentals | 3 |
| IDFC 1012 Alternating Current I | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |

# Basic Machinist - BM31

## Technical Certificate of Credit

**Program Description:** The Basic Machinist certificate program prepares students for a machine tool operator position with a machine shop or machine tool establishment. Topics include foundations of mathematics, an introduction to machine tool technology, and blueprint reading for machine tool applications.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Start Terms:**

- This program begins each semester on the Valdosta campus; it begins each Spring on the Coffee campus.

Experienced Worker Certification Form[61]

**Curriculum**

| General Core Courses | 3 |
|---|---|
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 7 |
|---|---|
| MCHT 1011 Introduction to Machine Tool | 4 |
| MCHT 1012 Blueprint for Machine Tool | 3 |

# CNC Specialist - CS51

## Technical Certificate of Credit

**Program Description:** The CNC Specialist Technical Certificate of Credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC Fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

**Locations offered:**
Valdosta

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Additional Program Requirements:**

- Students applying for the CNC Specialist TCC must be a graduate of the Machine Tool Technology Diploma or Degree program OR must have three to five years experience at the machinist level.

**Curriculum**

| Occupational Courses | 22 |
|---|---|
| AMCA 2110 CNC Fundamentals | 4 |
| AMCA 2130 CNC Mill Manual Programming | 5 |
| AMCA 2150 CNC Lathe Manual Programming | 5 |
| AMCA 2170 CNC Practical Applications | 4 |
| AMCA 2190 CAD/CAM Programming | 4 |

# Lathe Operator - LP11

## Technical Certificate of Credit

**Program Description:** The Lathe Operator certificate program prepares students to use lathes, lathe set up, and lathe tool grinding. Emphasis is placed on cutting threads, boring holes to precise measurements, and cutting tapers. Topics include an introduction to machine tool technology, blueprint reading for machine tool, and basic and advanced lathe operations.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 15 |
|---|---|
| MCHT 1011 Introduction to Machine Tool | 4 |
| MCHT 1012 Blueprint for Machine Tool | 3 |
| MCHT 1119 Lathe Operations I | 4 |
| MCHT 1219 Lathe Operations II | 4 |

# Metals Technician - ME31

## Technical Certificate of Credit

**Program Description:** The Metals Technician TCC is a series of courses that prepare a student for general knowledge of maintenance and repair of machinery by combining machine shop courses with welding courses. A student will learn to operate lathes (lathe safety, threading, tapers, bearing shafts, etc.) and milling machines (indicating vises, cutting key ways, squaring parts, etc.) as well as basic welding theory, safety and operating procedures (hand tool and power machine use, measurement, welding power sources, welding codes and standards) and advanced techniques (set up; transfer modes; wire selection; shielded gas selection) required for successful gas metal arc welding.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 20 |
|---|---|
| MCHT 1011 Introduction to Machine Tool | 4 |
| MCHT 1119 Lathe Operations I | 4 |
| MCHT 1120 Mill Operations I | 4 |
| WELD 1000 Introduction to Welding Technology | 4 |
| WELD 1090 Gas Metal Arc Welding | 4 |

# Mill Operator - MP11

## Technical Certificate of Credit

**Program Description:** The Mill Operator certificate program teaches students to effectively operate milling machinery. Students become proficient in blueprint reading, general mathematical operations, and are provided the necessary knowledge and skills to obtain employment as a milling machinist.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 15 |
|---|---|
| MCHT 1011 Introduction to Machine Tool | 4 |
| MCHT 1012 Blueprint for Machine Tool | 3 |
| MCHT 1120 Mill Operations I | 4 |
| MCHT 1220 Mill Operations II | 4 |

# Precision Machining & Manufacturing (Previously Machine Tool Technology) - MTT2

## Diploma

**Program Description:** The Machine Tool Technology Diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Machine Tool Technology Diploma and have the qualification of a machine tool technician.

**Locations offered:**
Valdosta
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Start Terms:**

- This program begins each semester on the Valdosta campus.

**Additional Information:**

- Upon graduation from this diploma, students can apply the occupational courses to the Associate of Applied Science in Technical Studies degree.[77]

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Occupational Courses** | **37** |
| MCHT 1011 Introduction to Machine Tool | 4 |
| MCHT 1012 Blueprint for Machine Tool | 3 |
| MCHT 1020 Heat Treatment and Surface Grinding | 4 |
| MCHT 1119 Lathe Operations I | 4 |
| MCHT 1120 Mill Operations I | 4 |
| MCHT 1219 Lathe Operations II | 4 |
| MCHT 1220 Mill Operations II | 4 |
| AMCA 2110 CNC Fundamentals | 4 |
| **XXXX xxxx Occupational Elective (6 Hours)** | **6** |
| **Choose One of the Following Math Options (3 - 6 Hours)** | **3** |
| MCHT 1013 Machine Tool Math | 3 |
| **OR Complete Both of the Following (6 Hours)** | **6** |
| MATH 1013 Algebraic Concepts | 3 |
| MATH 1015 Geometry and Trigonometry | 3 |

# Certified Manufacturing Specialist - CM51

## Technical Certificate of Credit

**Program Description:** The Certified Manufacturing Specialist Technical Certificate of Credit prepares students for entry level employment in a manufacturing environment. Topics include organization principles, workplace skills, manufacturing production, automated manufacturing skills, and representative manufacturing skills.

*This program is reserved for high school students in the Ben-Hill Irwin and Coffee service areas.*

**Locations offered:**
Valdosta
Online
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 11 |
|---|---|
| AUMF 1520 Manufacturing Organizational Principles | 1 |
| AUMF 1560 Manufacturing Production Requirements | 1 |
| AUMF 1540 Manufacturing Workforce Skills | 2 |
| AUMF 1580 Automated Manufacturing Skills | 3 |
| AUMF 1660 Representative Manufacturing Skills | 4 |

# Dual Enrollment Manufacturing Maintenance Technician - MMM1

## Technical Certificate of Credit

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 24 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| IDSY 1101 DC Circuit Analysis | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |
| IDSY 1260 Machine Tool for Industrial Repairs | 4 |
| IDSY 1160 Mechanical Laws and Principles | 4 |
| IDSY 1170 Industrial Mechanics | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| MATH 1012 Foundations of Mathematics | 3 |
| MATH 1013 Algebraic Concepts | 3 |

# Dual Enrollment Manufacturing Production Assistant - MMP1

## Technical Certificate of Credit

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 17 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| AUMF 1560 Manufacturing Production Requirements | 1 |
| MEGT 1010 Manufacturing Processes | 3 |
| IDSY 1240 Maintenance for Reliability | 4 |
| MEGT 2100 Manufacturing Quality Control | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| MATH 1012 Foundations of Mathematics | 3 |
| MATH 1013 Algebraic Concepts | 3 |

# Technical Studies - TS23

## Degree

**Program Description:** The Technical Studies Associate Degree program is designed to prepare students for employment in a variety of positions in today's technical industry fields. This program offers students learning opportunities that develop higher level academic skills required for job acquisition, retention, and advancement. It is specifically open to students who have already completed another approved technical or industrial program of study. The program emphasizes a continuation of technical studies theory and practical applications necessary for successful employment. Program graduates receive an Associate of Applied Science degree in Technical Studies and will be qualified for employment as technicians.

**Locations offered:**
Valdosta
Ben Hill Irwin
Online
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Additional Program Requirements:**

- Successful completion of a Technical and Industrial degree or diploma is required to enroll in the Associate of Applied Science in Technical Studies.

**Curriculum**

| General Core Courses | 15 |
|---|---|
| **Area I - Language Arts/Communication** | **3** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Area II - Social/Behavior Science - Complete 3 Hours** | **3** |
| **Area III - Natural Sciences/Mathematics - Complete 3 Hours** | **3** |
| MATH 1100 Quantitative Skills and Reasoning | 3 |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |
| **General Education Core Elective - Complete 3 Hours** | **3** |
| **Occupational Courses** | **45** |
| **Occupational Course Cluster - Complete 45 Hours in a Technical and Industrial field of study** | **45** |

# Cable Installation Specialist - CIS1

## Technical Certificate of Credit

**Program Description:** 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.

**Locations offered:**
Ben Hill Irwin
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 10 |
|---|---|
| ELCR 1003 Introduction to Electrical and Electronics Theory | 3 |
| TELE 1160 Fiber Optics Transmission Systems | 4 |
| **Cabling Option: Choose One of the Following (3 Hours)** | **3** |
| ELCR 2600 Telecommunication and Data Cabling | 3 |
| TELE 2020 Communication Cabling Installation | 4 |

# Low Voltage Electronic Safety and Security Technician - LVE1

## Technical Certificate of Credit

**Program Description:** Systems technicians in a security company are responsible for the installation, maintenance, and repairs of security systems, life-safety systems, networked video surveillance, access control systems, and other related equipment. Abilities that make a great system technician include handiness, critical thinking, complex problem solving, and good communication skills.

**Locations offered:**
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 20 |
|---|---|
| ELCR 1003 Introduction to Electrical and Electronics Theory | 3 |
| TELE 2020 Communication Cabling Installation | 4 |
| TELE 1160 Fiber Optics Transmission Systems | 4 |
| ELCR 2190 Networking I | 3 |
| ELCR 2660 Security System Installation and Testing | 4 |
| ELCR 2680 Access Control and CCTV Installation | 2 |

# Low Voltage System Installer - LV21

## Technical Certificate of Credit

**Program Description:** Low-voltage electricians are responsible for installing, maintaining, and repairing wiring, equipment, and fixtures. They may also be responsible for instructing more-junior staff members on these tasks. These electricians must be up to date on building codes, able to read blueprints correctly, and - if necessary - prepare a sketch of the project. Additionally, low voltage electricians need to communicate regularly with colleagues and clients, meaning excellent communication skills are necessary; they should not only be able to effectively diagnose problems that arise in electrical systems, but communicate with clients on those problems as well. Knowledge of the tools required in day-to-day work is necessary. These electricians can be hired by general contractors who need help on larger projects or individuals and organizations that need help on relatively smaller projects.

**Locations offered:**
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of $10^{th}$ grade. 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.

**Curriculum**

| Occupational Courses | 20 |
|---|---|
| ELCR 1003 Introduction to Electrical and Electronics Theory | 3 |
| TELE 2020 Communication Cabling Installation | 4 |
| TELE 1160 Fiber Optics Transmission Systems | 4 |
| TELE 2090 Voice Over IP Fundamentals | 3 |
| TELE 2110 Communication Platforms | 3 |
| **Choose One of the Following (3 Hours)** | **3** |
| ELCR 2190 Networking I | 3 |
| CIST 1401 Computer Networking Fundamentals | 4 |

# Telecommunications and Security Technology - TES2

## Diploma

**Program Description:** The purpose of the Telecommunications and Security Technology diploma program is to train technicians in this field to plan and estimate materials requirements and installation procedures for telecommunications and security systems; install cabling and equipment used in transmitting messages and television programming, including security systems, alarm devices, and other related components; and troubleshoot telecommunications systems to locate and repair faults and malfunctions.

**Locations offered:**
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10th grade. 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.

**Additional Information:**

- Upon graduation from this diploma, students can apply the occupational courses to the Associate of Applied Science in Technical Studies degree.[77]

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |
| **Occupational Courses** | **25** |
| TELE 1090 Troubleshooting and Repair | 3 |
| IDSY 1101 DC Circuit Analysis | 3 |
| **Computer Hardware Option: Choose One of the Following (4 Hours)** | **4** |
| CIST 1122 Hardware Installation and Maintenance | 4 |
| ELCR 2170 Computer Hardware | 5 |
| **Networking Option: Choose One of the Following (3 Hours)** | **3** |
| CIST 1401 Computer Networking Fundamentals | 4 |
| ELCR 2190 Networking I | 3 |
| **Cabling Option: Choose One of the Following (3 Hours)** | **3** |
| ELCR 2600 Telecommunication and Data Cabling | 3 |
| TELE 1020 Premise Cabling and Installation | 3 |
| TELE 2020 Communication Cabling Installation | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| **XXXX xxxx Occupational Elective (6 Hours)** | **6** |

| | |
|---|---|
| **Specializations – Choose One of the Following (12 Hours)** | **12** |
| **8BC2 - Broadband CATV (12 Hours)** | **12** |
| TELE 1690 CATV Fundamentals | 3 |
| TELE 1700 Broadband Cable Installation | 3 |
| TELE 1720 Broadband System Installation | 3 |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |
| **8CV2 - Convergent Voice (12 Hours)** | **12** |
| TELE 2090 Voice Over IP Fundamentals | 3 |
| TELE 2110 Communication Platforms | 3 |
| **XXXX xxxx Occupational Elective (6 Hours)** | **6** |
| **8EE2- Electronic Safety & Security (12 Hours)** | **12** |
| ELCR 2660 Security System Installation and Testing | 4 |
| ELCR 2680 Access Control and CCTV Installation | 2 |
| **XXXX xxxx Occupational Elective (6 Hours)** | **6** |

# Interdisciplinary Studies - AF53

## Degree

**Program Description:** The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
Cook

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 21 |
|---|---|
| **Area I - Language Arts/Communication** | **6** |
| ENGL 1101 Composition and Rhetoric | 3 |
| **Choose One of the Following (3 Hours)** | |
| ENGL 1102 Literature and Composition | 3 |
| SPCH 1101 Public Speaking | 3 |
| **Area II - Social/Behavior Science - Complete 6 Hours** | **6** |
| **Choose One of the Following (6 Hours)** | |
| ECON 1101 Principles of Economics | 3 |
| ECON 2105 Macroeconomics | 3 |
| ECON 2106 Microeconomics | 3 |
| HIST 1111 World History I | 3 |
| HIST 1112 World History II | 3 |
| HIST 2111 U.S. History I | 3 |
| HIST 2112 U.S. History II | 3 |
| POLS 1101 American Government | 3 |
| PSYC 1101 Introductory Psychology | 3 |
| SOCI 1101 Introduction to Sociology | 3 |
| **Area III - Natural Sciences/Mathematics - Complete 6 Hours** | **6** |
| **Choose One of the Following (3 Hours)** | |
| MATH 1101 Mathematic Modeling | 3 |
| MATH 1111 College Algebra | 3 |
| **Math or Science Option - Complete 3 Hours** | |
| **Area IV - Humanities/Fine Arts - Complete 3 Hours** | **3** |

| Occupational Courses | 40 |
|---|---|
| **Complete 40 Hours from the Selected Courses Below** | **40** |
| ACCT 1100 Financial Accounting I | 4 |
| ACCT 1105 Financial Accounting II | 4 |
| ACCT 1115 Computerized Accounting | 3 |
| ALHS 1040 Introduction to Health Care | 3 |
| AUTT 1010 Introduction to Automotive Technology | 2 |
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2113 Anatomy and Physiology I | 3 |
| BIOL 2114 Anatomy and Physiology II | 3 |
| BIOL 2114L Anatomy and Physiology II Lab | 1 |
| BIOL 2117 Introductory Microbiology | 3 |
| BIOL 2117L Introductory Microbiology Lab | 1 |
| BUSN 1410 Spreadsheet Concepts and Applications | 4 |
| BUSN 1440 Document Production | 4 |
| CIST 1001 Computer Concepts | 4 |
| CIST 1130 Operating Systems Concepts | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| CRJU 1010 Introduction to Criminal Justice | 3 |
| CUUL 1000 Fundamentals of Culinary Arts | 4 |
| ECCE 1101 Introduction to Early Childhood Care and Education | 3 |
| ELUT 1101 Introduction to the Electrical Utility Industry | 3 |
| ENGT 1000 Introduction to Engineering Technology | 3 |
| FRSC 1100 Introduction to the Fire Service | 3 |
| HIMT 1100 Introduction to Health Information Technology | 3 |
| HORT 1000 Horticulture Science | 3 |
| IDFC 1007 Industrial Safety Procedures | 2 |
| IDSY 1101 DC Circuit Analysis | 3 |
| IDSY 1105 AC Circuit Analysis | 3 |
| IDSY 1170 Industrial Mechanics | 4 |
| MCHT 1011 Introduction to Machine Tool | 4 |
| MGMT 1100 Principles of Management | 3 |
| MGMT 1105 Organizational Behavior | 3 |
| MGMT 2115 Human Resource Management | 3 |
| WELD 1000 Introduction to Welding Technology | 4 |

# Advanced Shielded Metal Arc Welder - OSM1

## Technical Certificate of Credit

**Program Description:** The Advanced Shielded Metal Arc Welder Technical Certificate of Credit is a continuation of the basic certificate. The Advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

**Locations offered:**
Ben Hill Irwin

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Experienced Worker Certification Form**[61]

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| WELD 1050 Horizontal Shielded Metal Arc Welding | 4 |
| WELD 1060 Vertical Shielded Metal Arc Welding | 4 |
| WELD 1070 Overhead Shielded Metal Arc Welding | 4 |

# Basic Shielded Metal Arc Welder - FS31

## Technical Certificate of Credit

**Program Description:** The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

**Locations offered:**
Valdosta
Ben Hill Irwin
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10$^{th}$ grade, or have 2 years documented work experience in the subject area. 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.

**Curriculum**

| Occupational Courses | 12 |
|---|---|
| WELD 1000 Introduction to Welding Technology | 4 |
| WELD 1010 Oxyfuel and Plasma Cutting | 4 |
| WELD 1040 Flat Shielded Metal Arc Welding | 4 |

# Dual Enrollment Flux Cored Arc Welder - MF61

## Technical Certificate of Credit

**Program Description:** The Dual Enrollment Flux Cored Arc Welder Technical Certificate of Credit introduces students to and provides instruction in flux cored arc welding practices. Topics include an introduction to the welding industry, oxyfuel cutting techniques, and flux cored arc welding practices.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 6 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 15 |
|---|---|
| WELD 1000 Introduction to Welding Technology | 4 |
| WELD 1010 Oxyfuel and Plasma Cutting | 4 |
| WELD 1153 Flux Cored Arc Welding | 4 |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |

# Dual Enrollment Basic Shielded Arc Welder- MB31

## Technical Certificate of Credit

**Program Description:** The MOWR Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 6 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 12 |
|---|---|
| WELD 1000 Introduction to Welding Technology | 4 |
| WELD 1010 Oxyfuel and Plasma Cutting | 4 |
| WELD 1040 Flat Shielded Metal Arc Welding | 4 |

# Dual Enrollment Gas Metal Arc Welder - MGM1

## Technical Certificate of Credit

**Program Description:** The Dual Enrollment Gas Metal Arc Welder Technical Certificate of Credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 6 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 15 |
|---|---|
| WELD 1000 Introduction to Welding Technology | 4 |
| WELD 1010 Oxyfuel and Plasma Cutting | 4 |
| WELD 1090 Gas Metal Arc Welding | 4 |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |

# Dual Enrollment Gas Tungsten Arc Welder- MGT1

## Technical Certificate of Credit

**Program Description:** The Dual Enrollment Gas Tungsten Arc Welder Technical Certificate of Credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

**Locations offered:**
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 6 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |

| Occupational Courses | 15 |
|---|---|
| WELD 1000 Introduction to Welding Technology | 4 |
| WELD 1010 Oxyfuel and Plasma Cutting | 4 |
| WELD 1110 Gas Tungsten Arc Welding | 4 |
| **XXXX xxxx Occupational Elective (3 Hours)** | **3** |

# Gas Metal Arc Welder - GM31

## Technical Certificate of Credit

**Program Description:** The Gas Metal Arc Welder Technical Certificate of Credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

**Locations offered:**
Valdosta
Ben Hill Irwin
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 15 |
|---|---|
| WELD 1000 Introduction to Welding Technology | 4 |
| WELD 1010 Oxyfuel and Plasma Cutting | 4 |
| WELD 1090 Gas Metal Arc Welding | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| WELD 1030 Blueprint Reading for Welding Technology | 4 |
| WELD 1040 Flat Shielded Metal Arc Welding | 4 |
| WELD 1150 Advanced Gas Tungsten Arc Welding | 3 |
| WELD 1151 Fabrication Processes | 3 |
| WELD 1152 Pipe Welding | 4 |
| WELD 1153 Flux Cored Arc Welding | 4 |

# Gas Tungsten Arc Welder - GTA1

## Technical Certificate of Credit

**Program Description:** The Gas Tungsten Arc Welder Technical Certificate of Credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 15 |
|---|---|
| WELD 1000 Introduction to Welding Technology | 4 |
| WELD 1010 Oxyfuel and Plasma Cutting | 4 |
| WELD 1110 Gas Tungsten Arc Welding | 4 |
| **Choose One of the Following (3 Hours)** | **3** |
| WELD 1150 Advanced Gas Tungsten Arc Welding | 3 |
| WELD 1151 Fabrication Processes | 3 |
| WELD 1152 Pipe Welding | 4 |
| WELD 1153 Flux Cored Arc Welding | 4 |
| WELD 1030 Blueprint Reading for Welding Technology | 4 |
| WELD 1040 Flat Shielded Metal Arc Welding | 4 |

# Pipe Welder - PW11

## Technical Certificate of Credit

**Program Description:** The Pipe Welder Technical Certificate of Credit provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques.

**Locations offered:**
Valdosta
Ben Hill Irwin
High School

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores, Georgia Milestones Literature/Composition or Georgia Milestones American Literature/Composition (for meeting English requirement only) or GED score of 145 or higher, or have one of the following: an associate degree or higher or have a High School overall GPA of 2.0, a HOPE Scholarship GPA of 2.6 or higher after the completion of 10th grade, or have 2 years documented work experience in the subject area. 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.

Experienced Worker Certification Form[61]

**Curriculum**

| Occupational Courses | 9 |
|---|---|
| WELD 1151 Fabrication Processes | 3 |
| WELD 1152 Pipe Welding | 4 |
| WELD 1150 Advanced Gas Tungsten Arc Welding | 3 |

# Welding & Joining Technology - WAJ2

## Diploma

**Program Description:** The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, and 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.

**Locations offered:**
Valdosta
Ben Hill Irwin
Coffee

**Requirements:**

- Submit a completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or High School Equivalency transcript or college transcripts showing successful completion of 60+ semester credits or 72+ quarter credits
- Submit official college transcripts, if applicable
- Present acceptable ACCUPLACER, ACT, ASSET, COMPASS, PSAT, or SAT scores or GED score of 145 or higher or have one of the following: an associate degree or higher or have a HOPE GPA of 2.6 after the completion of 10$^{th}$ grade. 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.

**Curriculum**

| General Core Courses | 8 |
|---|---|
| ENGL 1010 Fundamentals of English I | 3 |
| MATH 1012 Foundations of Mathematics | 3 |
| EMPL 1000 Interpersonal Relations & Professional Development | 2 |

| Occupational Courses | 46 |
|---|---|
| WELD 1000 Introduction to Welding Technology | 4 |
| WELD 1010 Oxyfuel and Plasma Cutting | 4 |
| WELD 1030 Blueprint Reading for Welding Technology | 4 |
| WELD 1040 Flat Shielded Metal Arc Welding | 4 |
| WELD 1070 Overhead Shielded Metal Arc Welding | 4 |
| WELD 1050 Horizontal Shielded Metal Arc Welding | 4 |
| WELD 1060 Vertical Shielded Metal Arc Welding | 4 |
| WELD 1090 Gas Metal Arc Welding | 4 |
| WELD 1110 Gas Tungsten Arc Welding | 4 |
| WELD 1120 Preparation for Industrial Qualification | 4 |
| **Choose Two of the Following (6 Hours)** | **6** |
| COLL 1010 College and Career Success Skills | 3 |
| COMP 2000 Intro. to Technology and Computer Application | 3 |
| WELD 1150 Advanced Gas Tungsten Arc Welding | 3 |
| WELD 1151 Fabrication Processes | 3 |
| WELD 1152 Pipe Welding | 4 |
| WELD 1153 Flux Cored Arc Welding | 4 |
| WELD 1156 Ornamental Iron Works | 4 |
| BUSN 1300 Introduction to Business | 3 |
| MGMT 1100 Principles of Management | 3 |
| MGMT 1120 Introduction to Business | 3 |
| IDFC 1007 Industrial Safety Procedures | 2 |
| MKTG 2210 Entrepreneurship | 6 |

**ACCT 1100 - Financial Accounting I**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

**ACCT 1105 - Financial Accounting II**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): ACCT 1100
Co-requisite(s): None

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

**ACCT 1115 - Computerized Accounting**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab - 0
Pre-requisite(s): ACCT 1100, COMP 2000 OR COLL 1010
Co-requisite(s): None

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

**ACCT 1120 - Spreadsheet Applications**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): COMP 2000 OR COLL 1010
Co-requisite(s): None

This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

**ACCT 1125 - Individual Tax Accounting**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

**ACCT 1130 - Payroll Accounting**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): ACCT 1100
Co-requisite(s): None

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

**ACCT 1140 - Small Business Accounting**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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.

**ACCT 1145 - Small Business Accounting and Finance**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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.

**ACCT 2000 - Managerial Accounting**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): ACCT 1105
Co-requisite(s): None

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

**ACCT 2100 - Accounting Internship I**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): All Non-Elective Required Courses
Co-requisite(s): None

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

**ACCT 2105 - Accounting Internship II**
8 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 24
Pre-requisite(s): All Non-Elective Required Courses
Co-requisite(s): None

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 full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

**ACCT 2140 - Legal Environment of Business**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

**ACCT 2145 - Personal Finance**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

**ACCT 2150 - Principles of Auditing**
3 Credits

Weekly Contact Hours: Lecture -3 Lab 2 –0 Lab 3 - 0
Pre-requisite(s): ACCT 1105
Co-requisite(s): None
Introduces the student to the auditors responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.

**ACCT 2155 - Principles of Fraud Examination**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

**ACRP 1000 - Introduction to Auto Collision Repair**
4 Credits

Weekly Contact Hours: Lecture - 3.6 Lab 2 - 0.8 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

**ACRP 1005 - Automobile Component Repair and Replacement**
4 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 2.5
Pre-requisite(s): None
Co-requisite(s): ACRP 1000

This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

**ACRP 1010 - Foundations of Collision Repair**
5 Credits

Weekly Contact Hours: Lecture - 2 Lab 2- 3.5 Lab 3 - 4
Pre-requisite(s): None
Co-requisite(s): ACRP 1000, ACRP 1005

This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

**ACRP 1015 - Fundamentals of Automotive Welding**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2.5 Lab 3 - 1
Pre-requisite(s): Program Admission
Co-requisite(s): ACRP 1000
This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

**ACRP 1017 - Mechanical and Electrical Systems I**
4 Credits

Weekly Contact Hours: Lecture – 0.5 Lab 2 –4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): ACRP 1000

This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

**ACRP 1018 - Mechanical and Electrical Systems**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2.5 Lab 3 - 1
Pre-requisite(s): Program Admission
Co-requisite(s): ACRP 1000

This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

**ACRP 1019 - Mechanical and Electrical Systems II**
5 Credits

Weekly Contact Hours: Lecture – 2.5 Lab 2 – 4.5 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): ACRP 1000

This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

**ACRP 2000 - Introduction to Refinishing**
5 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 4 Lab 3 - 4.5
Pre-requisite(s): Provisional Admission
Co-requisite(s): ACRP 1000, ACRP 1010

This course introduces the hand and pneumatic tools, spray guns, materials and procedures involved in preparing automobile bodies for refinishing. Typical methods and techniques used in detailing a refinished automobile surface are also introduced in this course.

**ACRP 2001 - Introduction to Auto Painting and Refinishing**
5 Credits

Weekly Contact Hours: Lecture – 3 Lab 2 –3.5 Lab 3 - 0.5
Pre-requisite(s): None
Co-requisite(s): ACRP 1000, ACRP 1010

This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

**ACRP 2002 - Painting and Refinishing Techniques**
5 Credits

Weekly Contact Hours: Lecture – 2.5 Lab 2 – 4.5 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ACRP 1000, ACRO 2001

This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

**ACRP 2005 - Fundamentals of Refinishing I**
5 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 3.5 Lab 3 - 2.3
Pre-requisite(s): Program Admission
Co-requisite(s): ACRP 1000, ACRP 2000

The course introduces the spray gun equipment, materials, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing theories and procedures.

**ACRP 2008 - Fundamentals of Refinishing II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2.5 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): ACRP 2005

This course further expands on the spray gun equipment,
materials, and techniques used in the application of special
paints to automobile finishes introduced in Fundamentals
of Refinishing I. Emphasis will be placed on blending,
tinting, and matching colors.

**ACRP 2009 - Refinishing Internship**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): ACRP 1000
Co-requisite(s): ACRP 2001, ACRP 2002

Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.

**ACRP 2010 - Major Collision Repair**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 3.5 Lab 3 - 1
Pre-requisite(s): ACRP 1000
Co-requisite(s): ACRP 1005

This course introduces procedures and resources used in the identification and assessment of automotive collision damages. This course provides instruction on the hydraulic systems and for the diagnosis, straightening, measuring and alignment of automobile frames and bodies.

**ACRP 2015 - Major Collision Replacements**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab - 3.5 Lab 3 - 0
Pre-requisite(s): ACRP 1000
Co-requisite(s): ACRP 2010

This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.

**ACRP 2019 - Major Collision Repair Internship**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): ACRP 1000
Co-requisite(s): ACRP 2010 and ACRP 2015

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.

**ACRP 2270 - Introduction to the Advanced Sheet Metal Repair**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

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.

**ACRP 2272 - Bends, Curves and Weld-On Panels**
2 Credits

Weekly Contact Hours: Lecture - 0.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): None
Co-requisite(s): None

This course 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.

**ACRP 2274 - Body Construction**
3 Credits

Weekly Contact Hours: Lecture - 0.5 Lab 2 - 2 Lab 3 - 4.5
Pre-requisite(s): None
Co-requisite(s): None

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.

**ACRP 2276 - Chopping Tops**
3 Credits

Weekly Contact Hours: Lecture - 0.5 Lab 2 - 2 Lab 3 - 4.5
Pre-requisite(s): None
Co-requisite(s): None

This course provides instruction in identifying and performing the techniques required for chopping tops on custom vehicles. Topics include: evaluation of vehicles, preparation of vehicles, and chopping tops.

**ACRP 2278 - Fuel Tanks**
2 Credits

Weekly Contact Hours: Lecture - 0.5 Lab 2 - 2 Lab 3 1.5
Pre-requisite(s): None
Co-requisite(s): None

This course provides instruction in identifying and performing techniques required for the construction of fuel tanks. Topics include : pattern and fabrication of a fuel tank.

**ACRP 2280 - Frenching**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course 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.

**ACRP 2282 - Sectioning, Pancaking, and Channeling**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

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.

**AGRB 1100 - Introduction to Agribusiness**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces students to agribusiness. This is an agribusiness awareness and identification course consisting of various topics associated with the importance of agribusiness..

**AGRB 1110 - Agribusiness Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Basic managerial concepts, procedures and techniques in agribusiness management. Importance is placed on planning, organizing, directing and controlling functions of management.

**AGRB 2110 - Farm Organization and Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

A study of farm programs and management for the purpose of determining methods to increase farm revenue. Emphasis will be placed on decision making and efficient use of resources.

**AGRB 2130 - Agricultural Policy**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Local, state, national and international government policies affect agribusiness and rural economies. Policy alternatives aimed at solving problems for the food and agricultural industry are identified and evaluated.

**AGRB 2140 - Issues of Agriculture and Natural Resources**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Includes many practical aspects and techniques of soil and water conservation. Students learn the nature of water and the need for conservation practices.

**AIRC 1005 - Refrigeration Fundamentals**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

**AIRC 1010 - Refrigeration Principles and Practices**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): AIRC 1005

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

**AIRC 1020 - Refrigeration System Components**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): AIRC 1005

This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

**AIRC 1030 - HVACR Electrical Fundamentals**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

**AIRC 1040 - HVACR Electrical Motors**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): AIRC 1030 or IDFC 1011

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

**AIRC 1050 - HVACR Electrical Components and Control**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

**AIRC 1060 - Air Conditioning System Application/Installation**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): AIRC 1010, AIRC 1030 or IDFC 1011

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

**AIRC 1070 - Gas Heat**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): AIRC 1030 or IDFC 1011
Co-requisite(s): None

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

**AIRC 1080 - Heat Pumps and Related Systems**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): AIRC 1010, AIRC 1030 or IDFC 1011

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

**AIRC 1090 - Troubleshooting Air Conditioning Systems**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): AIRC 1010, AIRC 1030 or IDFC 1011

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

**AIRC 2070 - Commercial Refrigeration Design**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Provides an increased level of concepts and theory beyond AIRC 1020. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

**AIRC 2080 - Commercial Refrigeration Applications**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

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.

**AIRC 2090 - Troubleshooting/Servicing Commercial Refrigeration**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

**AIRC 2500 - HVACR Internship-Practicum**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 6 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course allows the student to gain real-world experience by working with a local industry in the appropriate field for a minimum of 135 hours during the term or, alternatively, an equivalent number of hours on real-world projects at the college.

**ALHS 1010 - Introduction to Anatomy and Physiology**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides a study of medical terminology and the basic study of structure and function of the human body. It provides an overview of the functions of each body system and the medical terminology associated with each system. This course is intended for students in non-medical programs and is designed to provide medical terminology and basic knowledge of anatomy and physiology.

**ALHS 1011 - Structure and Function of the Human Body**
5 Credits

Weekly Contact Hours: Lecture - 5 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

**ALHS 1040 - Introduction to Health Care**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

**ALHS 1060 - Diet and Nutrition for Allied Health Sciences**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

**ALHS 1090 - Medical Terminology for Allied Health Sciences**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

**ALHS 1100 - Nurse Aide Fundamentals (Non-Certification)**
6 Credits

Weekly Contact Hours: Lecture - 5 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**AMCA 2110 - CNC Fundamentals**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): MCHT 101
Co-requisite(s): None

Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, introduction to CAD/CAM.

**AMCA 2130 - CNC Mill Manual Programming**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): AMCA 2110

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

**AMCA 2150 - CNC Lathe Manual Programming**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): AMCA 2110

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

**AMCA 2170 - CNC Practical Applications**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): AMCA 2110, AMCA 2130, AMCA 2150
Co-requisite(s): None

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

**AMCA 2190 - CAD/CAM Programming**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): AMCA 2110

Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

**ARTS 1101 - Art Appreciation**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ENGL 1101

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

**AUMF 1000 - Manufacturing Safety and Production**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides instruction on working in a safe and productive manufacturing environment. Topics include performing safety and environmental inspections, performing emergency drills and participate in emergency teams, identifying unsafe conditions and take corrective action, providing safety orientation for all employees, training personnel to use equipment safely, suggesting processes and procedures that support safety of work environment, fulfilling safety and health requirements for maintenance, installation, and repair, monitoring safe equipment and operator performance, and utilizing effective, safety-enhancing workplace practices.

**AUMF 1010 - Quality Practices and Measurements**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides the skills required to participate in periodic internal quality audit activities and to check calibration of gages and other data collection equipment. Topics include inspection of materials and product/process at all stages to ensure they meet specifications, documentations of results of quality tests, communication of quality problems, taking corrective actions to restore or maintain quality, recording process outcomes and trends, identify fundamentals of blueprint reading, and the use of common measurement systems and precision measurement tools.

**AUMF 1020 - Manufacturing Processes and Production**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides the skills required to identify customer needs and determine resources available for the production process. Topics include equipment set up for production process, creating team production goals and job assignments, coordinating work flow with team members, communicate production and material requirements, perform and monitor the process to make a product, document production and process compliance, and prepare final product for shipping.

**AUMF 1030 - Maintenance Awareness**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides the skills required to perform preventative maintenance and routine repair as well monitor indicators to ensure correct operations are being performed. Topics include recognizing potential maintenance issues with basic production systems, and maintenance knowledge of the following systems: electrical, pneumatic, hydraulic, machine automation, lubrication processes, bearings and couplings, and belt and chain drives.

**AUMF 1040 - Green Production**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Green Production provides students with the skill set to understand environmental issues as well as the ability to implement and promote environmental program, projects, policies, and procedures. This course provides students with the knowledge to monitor environmental aspects of each production stage as well as to understand the reprocessing cycle.

**AUMF 1120 - Programmable Controls**
5 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 6
Pre-requisite(s): IDFC 1005
Co-requisite(s): None

This course studies basic programmable controller application skills and techniques, and programmable controllers in typical environments as an element of a complex manufacturing cell. Topics also discussed will include the hands-on development of the programming, operation, and maintenance of industrial PLC systems.

**AUMF 1150 - Introduction to Robotics**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): AUMF 1120 or IDSY 1120
Co-requisite(s): None

Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

**AUMF 1520 - Manufacturing Organizational Principles**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: Program Admission
Co-Requisite: None

This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing processes, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

**AUMF 1540 - Manufacturing Workforce Skills**
2 Credits

Weekly Contact Hours: Lecture -2 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: Program Admission
Co-Requisite: None

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change, and creating a positive image.

**AUMF 1560 - Manufacturing Production Requirements**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: Program Admission
Co-Requisite: None

This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.

**AUMF 1580 - Automated Manufacturing Skills**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: Program Admission
Co-Requisite: None

This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities.

**AUMF 1660 - Representative Manufacturing Skills**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: Program Admission
Co-Requisite: None

This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

**AUTT 1010 - Introduction to Automotive Technology**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-Requisites: None
Co-Requisite: None

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

**AUTT 1020 - Automotive Electrical Systems**
7 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 12
Pre-requisite(s): None
Co-requisite(s): AUTT 1010

This course introduces automotive electrical systems emphasizing the basic operating principles, diagnosis, and service/repair of batteries, starting systems, charging systems, lighting systems, instrument cluster and driver information systems, and body electrical systems.

**AUTT 1021 - Automotive Electrical Systems I**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 1.13333 Lab 3 - 6.9
Pre-requisite(s): None
Co-requisite(s): AUTT 1010

This course introduces automotive electrical systems emphasizing the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

**AUTT 1022 - Automotive Electrical Systems II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0.86667 Lab 3 - 5.1
Pre-requisite(s): None
Co-requisite(s): AUTT 1021

This course emphasizes the basic principles, diagnosis, and service/repair of charging systems, advanced lighting systems, instrument cluster and driver information systems, and body electrical systems.

**AUTT 1030 - Automotive Brake Systems**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): AUTT 1010

This course introduces brake systems theory and its application to automotive barking systems and anti-lock brake system (ABS). Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; related systems (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; and electronic brake control systems.

**AUTT 1040 - Automotive Engine Performance**
7 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 3.33333 Lab 3 - 10
Pre-requisite(s): AUTT 1020
Co-requisite(s): None

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

**AUTT 1041 - Automotive Engine Performance I**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 1.2 Lab 3 - 4.6
Pre-requisite(s): AUTT 1020
Co-requisite(s): None

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

**AUTT 1042 - Automotive Engine Performance II**
4 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 2.13333 Lab 3 - 5.4
Pre-requisite(s): AUTT 1020, AUTT 1022
Co-requisite(s): None

Continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

**AUTT 1050 - Auto Suspension and Steering Systems**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 3.33333 Lab 3 - 4
Pre-requisite(s): None
Co-requisite(s): AUTT 1010

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

**AUTT 1060 - Automotive Climate Control Systems**
5 Credits

Weekly Contact Hours: Lecture - 3.5 Lab 2 - 2 Lab 3 - 2
Pre-requisite(s): None
Co-requisite(s): AUTT 1020

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

**AUTT 1070 - Automotive Technology Internship**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): AUTT 1010, AUTT 1020, AUTT 1030
Co-requisite(s): None

This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work a minimum of 150 hours during the semester to receive credit for this course.

**AUTT 2010 - Automotive Engine Repair**
6 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4.66667 Lab 3 - 5
Pre-requisite(s): None
Co-requisite(s): AUTT 1010

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

**AUTT 2011 - Automotive Engine Repair I**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): AUTT 1010

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

**AUTT 2012 - Automotive Engine Repair II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2.66667 Lab 3 - 2
Pre-requisite(s): None
Co-requisite(s): AUTT 2011

This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

**AUTT 2020 - Automotive Manual Drive Train and Axles**
4 Credits

Weekly Contact Hours: Lecture - 2.12 Lab 2 - 2.08 Lab 3 - 2.53333
Pre-requisite(s): None
Co-requisite(s): AUTT 1010

This course introduces the basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive line operation, diagnosis, service, and related electronic controls. Topics include: general drive train diagnosis; clutch diagnosis and repair; manual transmission/transaxles diagnosis and repair; drive shaft and half shaft, universal and constant velocity (CV) joint diagnosis and repair; drive axle diagnosis and repair; and four-wheel drive/all wheel drive component diagnosis and repair.

**AUTT 2030 - Automatic Transmission and Transaxles**
5 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 3
Pre-requisite(s): AUTT 1020
Co-requisite(s): None

Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

**AUTT 2100 - Automotive Alternative Fuel Vehicles**
4 Credits

Weekly Contact Hours: Lecture - 3.5 Lab 2 - 1.33333 Lab 3 - 0
Pre-requisite(s): AUTT 1020
Co-requisite(s): None

This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

**AUTT 2110 - Automotive Light Duty Diesel Engines**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4.66667 Lab 3 - 5
Pre-requisites: AUTT 2010
Co- requisites: None

This course allows students in the auto service tech programs to learn about the basic systems and service procedures on modern light duty diesel vehicles. Topics covered include diesel engine operating principles and diagnostics; diesel fuel induction systems; diesel air induction systems; diesel exhaust and emissions systems; and basic preventive maintenance procedures followed for these types of vehicles in most service shops.

**BAFN 1100 - Introduction to Banking and Finance**
3 Credits
Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisites: Program Admission
Co- requisites: None
Introduces the student to the history, documents, and operational functions of the banking industry.

**BARB 1000 - Introduction to Barber/Styling Implements**
3 Credits

Weekly Contact Hours: Lecture -3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduction to Barber/Styling Implements is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance.

**BARB 1010 - Sterilization, Sanitation, and Bacteriology**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

**BARB 1020 - Introduction to Haircutting and Shampooing**
5 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): None

Introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include: preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques, shampoo chemistry, patron preparation, and shampoo procedures.

**BARB 1022 - Haircutting and Shampooing I**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

**BARB 1024 - Haircutting and Shampooing II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

**BARB 1030 - Haircutting/Basic Styling**
3 Credits

Weekly Contact Hours: Lecture -1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): None

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques.

**BARB 1040 - Shaving**
3 Credits

Weekly Contact Hours: Lecture -1 Lab 2 - 2 Lab 3 -3
Pre-requisite(s): None
Co-requisite(s): None

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

**BARB 1050 - Science: Anatomy and Physiology**
3 Credits

Weekly Contact Hours: Lecture -3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

**BARB 1060 - Introduction to Color Theory/Color Application**
3 Credits

Weekly Contact Hours: Lecture -1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

**BARB 1070 - Chemical Restructuring of Hair**
5 Credits

Weekly Contact Hours: Lecture -2 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): None

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Provide instructions in the applications of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

**BARB 1072 - Introduction to Chemical Restructuring of Hair**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. It provide instruction in the application of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

**BARB 1074 - Advanced Chemical Restructuring of Hair**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course builds on the Introduction to Chemical Restructuring of Hair course to address advanced theory and practice relating to the chemistry and chemical reactions of permanent waves and hair relaxers. It provides continuing instruction in the precautions and special problems involved in the application of permanent waves and relaxers. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, application procedures on manikins, times permanent wave, timed relaxer applications, and Hazardous Duty Standard Act.

**BARB 1080 - Advanced Haircutting/Styling**
5 Credits

Weekly Contact Hours: Lecture -1 Lab 2 - 0 Lab 3 -12
Pre-requisite(s): None
Co-requisite(s): None

Continues the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, and thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; hair chemical texturizing/styling; permanent waving/styling; shaving techniques; and beard trimming.

**BARB 1082 - Advanced Haircutting and Styling I**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 2 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): None

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.

**BARB 1084 - Advanced Haircutting and Styling II**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): None

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.

**BARB 1090 - Structures of Skin, Scalp, Hair, & Facial Treat.**
3 Credits

Weekly Contact Hours: Lecture -1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): None

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized. Emphasis will be placed on work with live models. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, disease and disorders, implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

**BARB 1100 - Barber/Styling Practicum and Internship**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): None

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include: haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

**BARB 1110 - Shop Management/Ownership**
3 Credits

Weekly Contact Hours: Lecture -1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): None

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

**BCST 1000 - Interpersonal Development**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course helps the student to develop self actualization skills. It includes skill development to: work together effectively in a team, identify the steps involved in the job interviewing and job search process, appreciate difficult customers and provides the student with skills to calm angry customers and to resolve their problems, create an awareness of the importance of image, become more comfortable dealing with conflict situations, and to better understand and serve multicultural customers, both internal customers (co-workers) or external customers.

**BCST 1010 - Survey of Technology**
3 Credits

Weekly Contact Hours: Lecture -1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides the student with an introduction to computer use and the Microsoft operating environment. It is designed as a guide for the beginner. Topics include working in the Windows operating environment, word processing, spreadsheets, databases and electronic animated presentations.

**BCST 1020 - Office Management**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides the student with basic principles of operating a business, using numbers in business to perform many calculations, draft concise, easy-to-read business correspondence, help participants to identify, prioritize and re-prioritize tasks as situations arise and change and introduce a systematic problem-solving process to be applied in a customer service setting.

**BCST 1030 - Advanced Office Management**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers using business language, developing rapport with customers, problem solving in customer service, telephone skills, and sales skills in the service environment.

**BFMT 1030 - Fundamentals of Structured Maintenance**
4 Credits

Weekly Contact Hours: Lecture – 2 Lab 2 – 4 Lab 3 - 0
Prerequisite: None
Corequisite: 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.

**BFMT 1040 - Building Climate Controls**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisites: None
Co- requisites: None

Provides instruction in heating and cooling control systems used in modern residential and commercial structures. Topics include: thermostats, valves and dampers, pneumatic controls, and refrigeration system schematics and symbols.

**BFMT 1050 - Fundamentals of Plumbing**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Prerequisite: None
Corequisite: 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.

**BIOL 1111 - Biology I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): BIOL 1111L

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

**BIOL 1111L - Biology Lab I**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): BIOL 1111

Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

**BIOL 1112 - Biology II**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): BIOL 1111, BIOL 1111L w/ a "C" or better
Co-requisite(s): BIOL 1112L

Provides an introduction to basic animal and plant diversity, structure and function, including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

**BIOL 1112L - Biology Lab II**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab - 3
Pre-requisite(s): BIOL 1111, BIOL 1111L w/ a "C" or better
Co-requisite(s): BIOL 1112

Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

**BIOL 2113 - Anatomy and Physiology I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): BIOL 2113L, ENGL 1101

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

**BIOL 2113L - Anatomy and Physiology I Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab - 3
Pre-requisite(s): Program Admission
Co-requisite(s): BIOL 2113, ENGL 1101

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

**BIOL 2114 - Anatomy and Physiology II**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): BIOL 2113, BIOL 2113L w/ a "C" or better
Co-requisite(s): BIOL 2114L
Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system,and reproductive system.

**BIOL 2114L - Anatomy and Physiology II Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): BIOL 2113, BIOL 2113L w/ a "C" or better
Co-requisite(s): BIOL 2114

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**BIOL 2117 - Introductory Microbiology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): (BIOL 2113 and BIOL 2113L) OR (BIOL 1111 and BIOL 1111L) w/ a "C" or better
Co-requisite(s): BIOL 2117L

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

**BIOL 2117L - Introductory Microbiology Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): (BIOL 2113 and BIOL 2113L) OR (BIOL 1111 and BIOL 1111L) w/ a "C" or better
Co-requisite(s): BIOL 2117

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

**BUSN 1015 - Introduction to Medical Insurance**
3 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ALHS 1090
Co-requisite(s): None

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.

**BUSN 1050 - Employability and Professional Skills**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

The course emphasizes employability and professional skills for students entering the workforce in a variety of business settings. Topics include job acquisition skills, interview techniques, computer application skills, cash management, legal aspects of using credit, and personal finance.

**BUSN 1100 - Introduction to Keyboarding**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

**BUSN 1190 - Digital Technologies in Business**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010
Co-requisite(s): None

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

**BUSN 1200 - Machine Transcription**
2 Credits

Weekly Contact: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-Requisites: BUSN 1440, COMP 2000 or COLL 1010, ENGL 1101
Co-requisite(s): None

Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

**BUSN 1240 - Office Procedures**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010
Co-requisite(s): None

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

**BUSN 1300 - Introduction to Business**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

**BUSN 1340 - Customer Service Effectiveness**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.

**BUSN 1400 - Word Processing**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010
Co-requisite(s): None

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

**BUSN 1410 - Spreadsheet Concepts and Applications**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010
Co-requisite(s): None

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.

**BUSN 1420 - Database Applications**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010
Co-requisite(s): None

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

**BUSN 1430 - Desktop Publication and Presentation Applications**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010
Co-requisite(s): None

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

**BUSN 1440 - Document Production**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): BUSN 1100 or ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors; COMP 2000 or COLL 1010
Co-requisite(s): NONE

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

**BUSN 2160 - Electronic Mail Applications**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010
Co-requisite(s): None

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

**BUSN 2190 - Business Document Proofreading and Editing**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): ENGL 1010 or ENGL 1101
Co-requisite(s): BUSN 1440

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

**BUSN 2210 - Applied Office Procedures**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440
Co-requisite(s): (BUSN 2200 or ACCT 1100) and BUSN 2190

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

**BUSN 2240 - Business Administration Assistant Internship I**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): Must be in last semester of program. With advisor approval, may take concurrently with last semester courses
Co-requisite(s): None

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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2250 - Business Administration Assistant Internship II**
6 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 18
Pre-requisite(s): Must be in last semester of program. With advisor approval, may take concurrently with last semester courses
Co-requisite(s): None

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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUSN 2320 - Medical Document Processing and Transcription**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): BUSN 1440, ENGL 1010, (BUSN 2300 or ALHS 1090), and (ALHS 1010 or ALHS 1011 or BUSN 2310)
Co-requisite(s): None

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.

**BUSN 2330 - Advanced Medical Document Processing/Transcription**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): BUSN 2320
Co-requisite(s): None

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.

**BUSN 2340 - Medical Administrative Procedures**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): BUSN 1440, (BUSN 2300 or ALHS 1090), and (ALHS 1010 or ALHS 1011 or BUSN 2310), and COMP 2000 or COLL 1010
Co-requisite(s): None

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.

**BUSN 2370 - Medical Office Billing/Coding/Insurance**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): BUSN 1010 only or (BUSN 2300 or ALHS 1090); and (ALHS 1011 or ALHS 1100 or BUSN 2310); and (BUSN 1000 or COLL 1010 or COMP 2000)
Co-requisite(s): None

Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include: current procedural terminology, International Classification of Diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.

**BUSN 2380 - Medical Administrative Assistant Internship I**
4 Credits

Weekly Contact Hours: Lecture – 0 Lab 2 - 0 Lab 3 – 12
Pre-requisite(s): Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.
Co-requisite(s): None

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

**CARP 1000 - Fundamental Carpentry Skills**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Provisional Admission
Co-requisite(s): None

Fundamental Carpentry Skills provides the basic carpentry instruction all other carpentry skills build upon. Topics include orientation to the trade, materials and fasteners, hand and power tools, drawings and specifications, building layout, and building foundations..

**CARP 1015 - Structural Framing I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CARP 1000, COFC 1080
Co-requisite(s): None

Structural Framing describes the layout and construction procedures for floor, wall, and stair systems, including how to read and interpret construction drawings and specifications, and how to identify different types of framing systems, components, and system materials. It also covers how to estimate the amount of materials needed for an assembly and on some common alternative framing systems.

**CARP 1020 - Structural Framing II**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CARP 1000, COFC 1080
Co-requisite(s): None

Structural Framing II completes the "rough-in" phase of building a structure. This course includes ceiling and roof framing as well as building envelope systems.

**CARP 1025 - Intermediate Carpentry Techniques**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Provisional Admission
Co-requisite(s): COFC 1080

Intermediate Carpentry Techniques completes the "rough-in" phase of building a structure. This course includes building envelope systems, stair framing, roof coverings, thermal and moisture protection, exterior finishes, and reading commercial drawings.

**CCMN 1000 - Introduction to Construction and Development**
2 Credits

Weekly Contact Hours: Lecture -1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is a study of the commercial construction process, terminology, participant roles, and phases. Topics include: project types, project stages, construction documents, marketing, contract procurement, estimating, bonding, scheduling, mobilization, materials, methods, change orders, claims, safety, organizational management, computers in construction, communication, high rise construction, contract types, liability and loss control.

**CCMN 1020 - Building Technologies and Methods**
4 Credits

Weekly Contact Hours: Lecture -3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is a study of the materials and technologies utilized in commercial construction. Topics include: site-work, foundations, building structure, interior and exterior finishes, and roofing. A brief overview of mechanical, electrical, plumbing and conveying systems is included. An overview of materials testing is also presented.

**CCMN 1030 - Construction Graphics**
3 Credits

Weekly Contact Hours: Lecture -2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides the skills to read and interpret commercial construction graphical documents. Topics include: dimensioning practices, layout, abbreviations, symbol usage, line types, computer aided design, and principles of drawing.

**CCMN 1040 - Construction Safety**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course covers commercial construction safety and loss prevention. Topics include: safety plan management, emergency planning, project security, sources of safety information and supplies, personal protective equipment (PPE), fire prevention, hazardous communications, material safety data sheets (MSDS), fall protection, electrical hazards, ladders, scaffolds, stairways, confined spaces, excavations, training techniques, accident reporting, materials handling and storage, cranes, mechanized equipment, steel erection, and concrete construction.

**CCMN 1060 - Construction Estimating I**
4 Credits

Weekly Contact Hours: Lecture -3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CCMN 1030
Co-requisite(s): None

This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.

**CCMN 1070 - Construction Estimating II**
4 Credits

Weekly Contact Hours: Lecture -3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CCMN 1060
Co-requisite(s): None

This course continues the study of the estimating process emphasizing pricing the general contractor's work including: estimating procedures, development of direct and indirect unit costs, evaluation of subcontractor's bids, bidding strategy, and bid opening. The completion of an estimate, bid submission, and development of a schedule of values are required. Also included is an introduction to conceptual estimating.

**CCMN 2010 - Construction Law**
3 Credits

Weekly Contact Hours: Lecture -3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims, arbitration, mediation, business types, minority business enterprises, hiring and firing practices.

**CCMN 2020 - Construction Scheduling**
4 Credits

Weekly Contact Hours: Lecture -4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is a study of commercial construction scheduling and cost controls. Topics include network diagrams, time-scaled design, Gantt charts and computerized scheduling. Students will complete projects utilizing the critical path method in both manual and computerized formats.

**CCMN 2030 - Construction Accounting and Financial Management**
4 Credits

Weekly Contact Hours: Lecture -4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides a study of financial management and accounting theory with specific application to the commercial construction industry. Topics include accounting data, financial statements, cost control, taxation, ratio analysis, the time value of money, budgeting, cash flow, financing, and receivables.

**CCMN 2040 - Construction Project Management**
4 Credits

Weekly Contact Hours: Lecture -4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is a study of delivery methods, contract documents, supervision, working with owners and design professionals, control of cash flow, procurement, management of subcontractors, job records, contract changes, and payment procedures.

**CHEM 1151 - Survey of Inorganic Chemistry**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MATH 1101 or MATH 1111 w/ a “C” or better
Co-requisite(s): CHEM 1151L

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1151L - Survey of Inorganic Chemistry Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): MATH 1101 or MATH 1111 w/ a “C” or better
Co-requisite(s): CHEM 1151

Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

**CHEM 1152 - Survey of Organic Chemistry/Biochemistry**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): CHEM 1151 and CHEM 1151L w/ a “C” or better
Co-requisite(s): CHEM 1152L

Provides an introduction to organic chemistry and biochemistry. This survey will include an overview of the properties, structure, nomenclature, reactions of hydrocarbons, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides; the properties, structure, and function of carbohydrates, lipids, proteins, and enzymes, as well as, intermediary metabolism. Topics include basic principles, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

**CHEM 1152L - Survey of Organic Chemistry/Biochemistry Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): CHEM 1151 and CHEM 1151L w/ a “C” or better
Co-requisite(s): CHEM 1152

Selected laboratory exercises paralleling the topics in CHEM 1152. The laboratory exercises for this course include basic principles of organic chemistry, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

**CHEM 1211 - Chemistry I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MATH 1101 or MATH 1111 w/ a “C” or better
Co-requisite(s): CHEM 1211L

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

**CHEM 1211L - Chemistry I Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): MATH 1101 or MATH 1111 w/ a “C” or better
Co-requisite(s): CHEM 1211

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

**CHEM 1212 - Chemistry II**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): CHEM 1211 and CHEM 1211L w/ a “C” or better
Co-requisite(s): CHEM 1212L

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

**CHEM 1212L - Chemistry II Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): CHEM 1211 and CHEM 1211L w/ a “C” or better
Co-requisite(s): CHEM 1212

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

**CIST 1001 - Computer Concepts**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

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

**CIST 1101 - Working with Microsoft Windows**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Working with Microsoft Windows provides students with the interface concepts of Microsoft Windows software and the opportunity to develop basic computer skills. Topics include: getting started with Microsoft Windows, managing programs and files with Microsoft Windows, using Microsoft Windows applications, data transfer with Microsoft Windows, printing with Microsoft Windows, and customizing with Microsoft Windows.

**CIST 1122 - Hardware Installation and Maintenance**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

**CIST 1130 - Operating Systems Concepts**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

**CIST 1180 - Advanced Topics in Operating Systems**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1130
Co-requisite(s): None

Provides an in-depth study of operating system functions, utilities, and commands across multiple platforms. Topics include: Command Line interface (CLI), file systems and directory structures, boot sequence, temp files, swap files, page files, memory dumps, registry, .ini files, system configuration files, and the recycle bin.

**CIST 1200 - Database Management**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides an overview of the skills and knowledge of database application systems which are used in business government and industry. Topics include: history, database terminology and concepts, database system logical organization, data manipulation, database design concepts, models, normalization, Entity Relationship diagramming, physical database, networking and databases, and database security.

**CIST 1210 - Introduction to Oracle Databases**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 1001
Co-requisite(s): None

This course provides an introduction to the Oracle database management system platform and to Structured Query Language (SQL). Topics include database vocabulary, normalization, Oracle DML and DDL statements, SQL Statements, views and constraints.

**CIST 1220 - Structured Query Language (SQL)**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

**CIST 1305 - Program Design and Development**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

**CIST 1401 - Computer Networking Fundamentals**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**CIST 1510 - Web Development I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

**CIST 1520 - Scripting Technologies**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CIST 1510
Co-requisite(s): None

In CIST 1520 Scripting Technologies students learn how to use the features and structure of a client side scripting language. Students will also explore the features on server side scripting. Students will develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

**CIST 1530 - Web Graphics I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

**CIST 1540 - Web Animation I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CIST 1510
Co-requisite(s): CIST 1540

In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

**CIST 1601 - Information Security Fundamentals**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

**CIST 1602 - Security Policies and Procedures**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

**CIST 2114 - Fundamentals of Wireless LANs**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): CIST 1401 or CIST 2451

This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best
practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11a, 802.11b, 802.11g, and 802.11n technologies, products and solutions; Site Surveys; Resilient WLAN design, installation and configuration; WLAN Security - 802.1x, EAP, LEAP, WEP, SSID, WPA, WPA2; and Vendor interoperability strategies.

**CIST 2120 - Using Application Software**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010
Co-requisite(s): None

This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

**CIST 2122 - A+ Preparation**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1122
Co-requisite(s): None

This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.

**CIST 2129 - Comprehensive Database Techniques**
4 Credits

Weekly Contact Hours: Lecture – 1 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

**CIST 2130 - Desktop Support Concepts**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is designed to give an overview to Desktop Support Management.

**CIST 2222 - Administering Microsoft SQL Server**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): (CIST 1220 or CIST 1210) and CIST 2414
Co-requisite(s): None

Provides instruction on how to administer a Microsoft SQL server. Topics include: planning, installation and configuration, configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.

**CIST 2224 - Designing and Implementing Databases w/ Microsoft**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1220
Co-requisite(s): None

Shows how to design and implement a database solution using Microsoft SQL Server. Topics include: developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

**CIST 2311 - Visual Basic I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 1305
Co-requisite(s): None

Visual Basic I introduces 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, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

**CIST 2312 - Visual Basic II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 1305, CIST 2311
Co-requisite(s): None

Visual Basic II teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

**CIST 2313 - Visual Basic III**
4 Credits

Weekly Contact Hours: Lecture – 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 2311, CIST 2312
Co-requisite(s): None

This course provides a look at advanced Web Programming techniques using Microsoft Visual Basic. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

**CIST 2341 - C# Programming I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 1305
Co-requisite(s): None

This course is designed to teach the basic concepts and methods of objected-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

**CIST 2342 - C# Programming II**
4 Credits

Weekly Contact Hours: Lecture – 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 2341
Co-requisite(s): None

This course is an intermediate course in C#.NET Programming. It is assumed that the student knows the C#.NET syntax as well as basic object oriented concepts. Intermediate C#.NET teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational databases. Advanced features of C# windows programming are explored.

**CIST 2343 - C# Programming III**
4 Credits

Weekly Contact Hours: Lecture – 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 2342
Co-requisite(s): None

This course is an advanced course in C#.NET programming. It is assumed that the student is fairly familiar with the C#.NET programming language. The goal of this course is to help students understand how to use C# to build industry level dynamic Web-based applications. The course covers in detail how to use C# to develop an Enterprise level Web Application. The students will learn how to use HTML to build the Client-Side, and how to use C# for the Server side processing of data and talking to databases.

**CIST 2351 - PHP Programming I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 1305
Co-requisite(s): CIST 1510

An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

**CIST 2352 - PHP Programming II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 2351
Co-requisite(s): None

Reinforces and extends the concepts learned in PHP Programming I. Topics include: Database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.

**CIST 2361 - C++ Programming I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 1305
Co-requisite(s): None

Provides opportunity to gain a working knowledge of C++ programming. Includes creating, editing, executing, and debugging C++ programs of moderate difficulty. Topics include: basic C++ concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

**CIST 2362 - C++ Programming II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 2361
Co-requisite(s): None

Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.

**CIST 2371 - Java Programming I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 1305
Co-requisite(s): None

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

**CIST 2372 - Java Programming II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 2371
Co-requisite(s): None

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

**CIST 2373 - Java Programming III**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CIST 2372
Co-requisite(s): None

This course is a course in building Web Applications using Java Enterprise Edition (JEE). It is assumed that the student knows Java Standard Edition as the concepts and techniques build on that foundation. The student will install Web, Application and Database servers. The student will learn to build Web Applications using JEE technologies, such as Servlets, Java Server Pages and Enterprise JavaBeans.

**CIST 2381 - Mobile Application Development**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1305
Co-requisite(s): None

This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

**CIST 2411 - Microsoft Client**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission, CIST 1401 OR CIST 2441 OR CIST 2451 OR CIS 1140 OR 2321
Co-requisite(s): None

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

**CIST 2412 - Microsoft Server Directory Services**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission, CIST 1401 OR CIST 2441 OR CIST 2451 OR CIS 1140 OR 2321
Co-requisite(s): None

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

**CIST 2413 - Microsoft Server Infrastructure**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission, CIST 1401 OR CIST 2441 OR CIST 2451 OR CIS 1140 OR 2321
Co-requisite(s): None

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

**CIST 2414 - Microsoft Server Administrator**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1401, CIST 2441, CIST 2451, CIS 1140, CIST 2321
Co-requisite(s): None

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

**CIST 2420 - Microsoft Exchange Server**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2413, CIST 2414
Co-requisite(s): None

Provides students with the knowledge and skills necessary to install,configure, manage, support and administer Microsoft Exchange Server.

**CIST 2431 - UNIX/Linux Introduction**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**CIST 2432 - UNIX/Linux Server**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**CIST 2433 - UNIX/Linus Advanced Server**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2432
Co-requisite(s): None

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

**CIST 2441 - Network Home and Small Business**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2441
Co-requisite(s): None

This course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.

**CIST 2443 - Cisco Routing and Switching**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2441
Co-requisite(s): None

The students will be familiarized with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

**CIST 2444 - Cisco Designing and Supporting Computer Networks**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2442, CIST 2443
Co-requisite(s): None

This course introduces students to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen-and-paper and role playing exercises that students complete while developing their network upgrade proposals.

**CIST 2451 - Cisco Network Fundamentals**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

**CIST 2452 - Cisco Routing Protocols and Concepts**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2451
Co-requisite(s): None

The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

**CIST 2453 - Cisco LAN Switching and Wireless**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2451
Co-requisite(s): None

The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

**CIST 2454 - Cisco Accessing the WAN**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2452, CIST 2453
Co-requisite(s): None

Provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting.

**CIST 2510 - Web Technologies**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CIST 1510
Co-requisite(s): None

In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

**CIST 2531 - Web Graphics II**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CIST 1530
Co-requisite(s): None

Students will further explore how to use and industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

**CIST 2541 - Web Animation II**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CIST 1540
Co-requisite(s): None

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

**CIST 2550 - Web Development II**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): CIST 1220, CIST 1510, CIST 1520
Co-requisite(s): None

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

**CIST 2560 - Web Application Programming I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1305
Co-requisite(s): None

CIST 2560 explores W3C and Microsoft .NET programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

**CIST 2570 - Open Source Web Application Programming I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1305
Co-requisite(s): None

CIST 2570 explores open source W3C programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Java, Perl, PHP, Python, or other open source web programming languages.

**CIST 2571 - Open Source Web Application Programming II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2570
Co-requisite(s): None

This course is a continuation of CIST 2570 Open Source Web Application Programming I. The student will explore advanced web programming concepts and technologies which include data binding, program security, program user validation, caching, widgets, AJAX, and social engineering. The student will follow W3C programming standards to produce dynamic interactive secure web applications. Students may use PERL, PHP, Java, Python, or another open source language.

**CIST 2580 - Interactive and Social Applications Integration**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2.5 Lab 3 - 0
Pre-requisite(s): CIST 1305
Co-requisite(s): None

This course explores social and interactive web application technology and it's effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

**CIST 2601 - Implementing Operation Systems Security**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1601 and (CIST 1401 or CIST 2451 or CIST 2441)
Co-requisite(s): None

This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

**CIST 2602 - Network Security**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1601 and (CIST 1401 or CIST 2451 or CIST 2441)
Co-requisite(s): None

This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

**CIST 2611 - Implementing Internet/Intranet Firewalls**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1601 and (CIST 1401 or CIST 2451 or CIST 2441)
Co-requisite(s): None

Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

**CIST 2612 - Computer Forensics**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1122, CIST 1601
Co-requisite(s): None

This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

**CIST 2613 - Ethical Hacking and Penetration Testing**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1601
Co-requisite(s): None

This course teaches students the skills needed to obtain entry-level security specialist jobs. It provides a hands-on introduction to ethical hacking, and penetration testing. It is for individuals who want to enhance their information security skill set and help meet the growing demand for security professionals. Topics include network and computer attacks, footprinting and social engineering, port scanning, enumeration, OS vulnerabilities, hacking web servers, hacking wireless networks, cryptography and network protection systems.

**CIST 2630 - Computer Forensics and Data Identification**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1122, CIST 1130, CIST 1180
Co-requisite(s): None

Provides a study of computer forensic techniques that will teach the techniques needed to harvest, identify, and analyze data while maintaining the legal and ethical standards needed to produce evidence that is admissible in court. Topics include: Computer Forensics, Ethical practices, Sterile Media, Computer Forensic Tools, Evidence Collection, Evidence Analysis, and Documentation.

**CIST 2710 - 2D Computer Animation**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

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

**CIST 2720 - Online Game Programming**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010
Co-requisite(s): None

Basic introduction to creating online games. Use web deployable language to create and manipulate graphics, sound, input and develop a game. Single and multiplayer games will be addressed.

**CIST 2730 - Introduction to 3D Animation**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is an introduction to the creation and manipulation of 3D objects. Topics include 3D types and tools, 3D objects, and inverse kinematics.

**CIST 2731 - Intermediate 3D Animation**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is an intermediate class on the creation and manipulation of 3D objects. Topics include: 3D types and tools, UV mapping, and texture and animate 3D objects.

**CIST 2732 - 3D Character Animation**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course covers 3D character creation and animation using key-framing and inverse kinematics. Topics include character setup, character design and animation.

**CIST 2733 - 3D Graphics for Gaming I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course covers the creation and manipulation of 3D objects and animations in an actual 3D game engine using the latest in industry standard or open source software. Topics covered include graphic types, organizational methods, drawing tools, object modeling, character rigging, bones, nurb manipulation and normal mapping.

**CIST 2734 - 3D Graphics for Gaming II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is an intermediate look at the creation and manipulation of 3D objects and animations in an actual 3D game engine using the latest in industry standard or open source software. Topics covered include graphic types, organizational methods, drawing tools, advanced level design and material construction, volumes, physics and particle effects.

**CIST 2736 - Introduction to Motion Capture**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course covers the creation of 3D objects and the use of Motion Capture and its use in a 3D project. Topics include motion capture camera/sensor setup and 3D integration.

**CIST 2740 - Introduction to Game Development**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): CIST 1001

Introduction to video games genres, gaming evolution, gaming attributes, market environment, competition analysis, design document development, asset pipeline (development of game components), game mechanics (rules), technology architecture, platforms, story composition, interactive dialogue, statistical game balancing, project planning and prioritization for development schedules, creation of nonelectronic rapid prototypes with emphasis on the student's first exposure to game creation and mechanics.

**CIST 2741 - Advanced Game Development**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): CIST 2740
Co-requisite(s): None

Advanced Game Design incorporates all of the basic game design elements into a continuing production process, taking an idea from inception through completion in a timely and cost effective fashion. Each student will be expected to fulfill the duties of each member of a game design team, learning every aspect of the process in order to be able to substitute wherever and whenever necessary. It is suggested that the quality and completeness of a single, class-wide project have some universal impact on the grades of each student, further enforcing the notion that every team member not only participates in the project, but that the project itself affects in the success of each team member. Lab will use industry tools to rapidly prototype ideas into practical game mechanics and provide the foundation for future game projects.

**CIST 2750 - Game Design**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course covers the history of the Video Game Industry and gives a hands on approach to the design methodologies used to create an interactive 2D and 3D video game. Topics include story and script development, storyboarding, character analysis and creation, interface and sound design and game documentation.

**CIST 2751 - Game Development I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course covers the design and creation of a 2D interactive game using the latest in industry standard. Topics include game development and concepts, sprite creation using .png and .giff formats, object placement and orientation, ActionScript, pseudocode and level and class design.

**CIST 2752 - Game Development II**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course covers the design, creation and implementation of 2D and 3D elements as well as programming concepts into an interactive application. Topics include interface design, 3D object creation, game flow and scripting.

**CIST 2753 - Script Writing**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course covers the fundamentals of script writing for different mediums like television and video games. Topics include creating the narrative, story structure, story elements, plot, game story devices and documentation.

**CIST 2754 - Story Boarding**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course covers the fundamentals of planning, lay-out design, and story-boarding animated plot sequences. Topics include plot, action flow, photomatics, animatics and design.

**CIST 2759 - Mathematics for Game Developers**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course emphasizes the math skills needed in 2D game design. These skills include trigonometric properties, vectors, and motion in one dimension.

**CIST 2801 - Interactive Video Production I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course will be the first of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.

**CIST 2802 - Interactive Video Production II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 2801
Co-requisite(s): None

This course will be the second of three courses designed to train individuals in the skills, needed to package information content ready for an interactive video delivery system.

**CIST 2803 - Interactive Video Production III**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): CIST 2802
Co-requisite(s): None

This course will be the third of three courses designed to train individuals in the skills needed to package information content ready for an interactive video delivery system.

**CIST 2921 - IT Analysis, Design, and Project Management**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

**CIST 2931 - Advanced Systems Project**
4 Credits

Weekly Contact Hours: Lecture – 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): Program Instructor Approval
Co-requisite(s): None

This is a capstone course providing a realistic business experience for students working in a team to develop a complete systems project in one academic term. Topics include: Project Management, Systems Design and Development, Software Development Methodologies, User Interface Design, File Maintenance Programming, Program Design, Systems Documentation, User Documentation, Presentation, and Demonstration.

**CIST 2950 - Web Systems Project**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Instructor Approval
Co-requisite(s): None

CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

**CIST 2991 - CIST Internship I**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): None

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. To attain additional internship credit hours, the student can take CIST2992 (4 credit hours) and/or CIST2993 (5 credit hours).

**CIST 2992 - CIST Internship II**
4 Credits

Weekly Contact Hours: Lecture – 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): None
Co-requisite(s): None

Provides the instructor and student a 4 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. To attain additional internship credit hours, the student can take CIST2991 (3 credit hours) and/or CIST2993 (5 credit hours).

**CIST 2993 - CIST Internship III**
5 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 15
Pre-requisite(s): None
Co-requisite(s): None

Provides the instructor and student a 5 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. To attain additional internship credit hours, the student can take CIST2991 (3 credit hours) and/or CIST2992 (4 credit hours).

**CIST 2996 - Computer Repair Tech Internship I**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1122, CIST 1130, COMP 2000 or COLL 1010
Co-requisite(s): None

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.

**CIST 2998 - Computer Repair Tech Internship II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): CIST 1122, CIST 1130, COMP 2000 or COLL 1010
Co-requisite(s): None

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.

**CMTT 1130 - Improving Productivity and Managing Project Costs**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course discusses the concepts of productivity and managing project costs. Topics include construction estimates, Planning and scheduling, reporting and analyzing actual costs, cost control and record keeping, cost control strategies, and working with project partners.

**COFC 1020 - Professional Tool Use and Safety**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

**COFC 1080 - Construction Trades Core**
4 Credits

Weekly Contact Hours: Lecture – 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the student to the basic fundamentals of the construction trades. Topics include Basic Safety, Construction Math, Hand and Power Tools, Construction Drawings, Rigging, Materials Handling, and Job-Site Communication and Work Ethic Skills.

**COLL 1010 - College and Career Success Skills**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0.5 Lab 3 - 2.5
Pre-Requisites: None
Co-Requisite: None

This course is designed to assist the learner to acquire skills necessary to achieve academic, personal, and professional success and to improve student retention. Areas of importance include Getting off to a Good Start, Learning and Personality Styles, Time and Personal Financial Management, Stress Management and Wellness, Studying and Test Taking Skills, Communication Skills, Career Planning and Goal Setting, Computer Applications/Technology Skills and Employability/Professional Skills.

**COMP 2000 - Intro. to Technology and Computer Application**
3 Credits

Weekly Contact Hours: Lecture-3 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: Program Admission
Co-Requisite: None

This course provides an introduction to computer applications for the development of analytical and problem-solving workplace skills. The course introduces the fundamental concepts, terminology, and operations necessary to use computers. Topics include file management, word processing software, database software, spreadsheet software, and presentation software skill development. The course also introduces terminology related to computer hardware, computer networks, and social and ethical concepts.

**COSM 1000 - Introduction to Cosmetology Theory**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

**COSM 1010 - Chemical Texture Services**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): COSM 1000

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

**COSM 1020 - Hair Care and Treatment**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): COSM 1000

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

**COSM 1030 - Haircutting**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): COSM 1000

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

**COSM 1040 - Styling**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): COSM 1000

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

**COSM 1050 - Hair Color**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): COSM 1000

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

**COSM 1060 - Fundamentals of Skin Care**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): COSM 1000

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

**COSM 1070 - Nail Care and Advanced Techniques**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): COSM 1000

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

**COSM 1080 - Physical Hair Services Practicum**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): COSM 1000, COSM 1020, COSM 1030, COSM 1040
Co-requisite(s): None

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

**COSM 1090 - Hair Services Practicum I**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050
Co-requisite(s): None

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

**COSM 1100 - Hair Services Practicum II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): COSM 1090

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

**COSM 1110 - Hair Services Practicum III**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): COSM 1100

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

**COSM 1115 - Hair Services Practicum IV**
2 Credits

Weekly Contact: Lecture- 0 Lab 2 - 0 Lab 3 - 6
Pre-Requisites: None
Co-requisite(s): COSM 1110

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

**COSM 1120 - Salon Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): COSM 1000

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

**COSM 1125 - Skin and Nail Care Practicum**
2 Credits

Weekly Contact: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-Requisites: None
Co-requisite(s): COSM 1060, COSM 1070

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

**COSM 1180 - Nail Care I**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): COSM 1000, COSM 1070
Co-requisite(s): None

This practicum provides additional experience in the 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, pedicure, nail repair, nail art, reception, dispensary, customer service skills, safety precautions, and federal/state agency compliance.

**COSM 1190 - Nail Care II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): COSM 1180

This practicum provides additional experience in the 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, pedicure, nail repair, nail art techniques, advanced artificial nail techniques, safety precautions, federal/state agency compliance, customer service skills, reception duty and dispensary.

**COSM 1200 - Advanced Nail Practicum II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): COSM 1190

This course provides experience necessary for professional development and completion of state board service credit and licensure exam preparation. Emphasis is placed on the display of professional conduct, positive attitudes, and state board theory and state board practical preparation. Topics include manicures, pedicures, advanced nail techniques, customer service skills, safety precautions, federal/state agency compliance, hazardous duty standards act, documentation, and state board preparation for licensure exam.

**CRJU 1010 - Introduction to Criminal Justice**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

**CRJU 1030 - Corrections**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

**CRJU 1040 - Principles of Law Enforcement**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

**CRJU 1043 - Probation and Parole**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

**CRJU 1050 - Police Patrol Operations**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: Program Admission
Co-Requisite: None

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills.

**CRJU 1052 - Criminal Justice Administration**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3- 0
Pre-Requisites: Program Admission
Co-Requisite: None

This course explores the managerial aspects of effective and efficient criminal justice administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

**CRJU 1054 - Police Officer Survival**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

**CRJU 1056 - Police Traffic Control and Investigation**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

**CRJU 1062 - Methods of Criminal Investigation**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

**CRJU 1063 - Crime Scene Processing**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent

**CRJU 1065 - Community-Oriented Policing**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

**CRJU 1068 - Criminal Law for Criminal Justice**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**CRJU 1072 - Introduction to Forensic Science**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

**CRJU 1074 - Applications in Introductory Forensics**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

**CRJU 1075 - Report Writing**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**CRJU 1400 - Ethics/Cultural Perspectives for Criminal Justice**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**CRJU 2020 - Constitutional Law for Criminal Justice**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

**CRJU 2050 - Criminal Procedure**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Law Enforcement/Overview of Constitutional Law.

**CRJU 2060 - Criminology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**CRJU 2070 - Juvenile Justice**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

**CRJU 2090 - Criminal Justice Practicum**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

**CRJU 2100 - Criminal Justice Internship/Externship**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

**CRJU 2110 - Homeland Security**
3 Credits

Weekly Contact Hours: Lecture –3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

**CRJU 2150 - Cybercrime Investigations**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): CRJU 1010, CRJU 2050
Co-requisite(s): None

This course is designed to address the fundamental principles of different types of cybercrime investigations, and the specific procedures used to investigate them. Emphasis is placed on the investigation of specific offenses, the identification of sources of information, and the procedures used to properly collect and store digital evidence. The course is designed to develop a working knowledge of the investigative steps to be followed in a cybercrime investigation, beginning with initial crime scene security and concluding with proper testimony and presentation of evidence in court. This course includes study designed to reinforce important investigative and forensic evidence collection skills.

**CRJU 2201 - Criminal Courts**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post conviction process.

**CRJU 2500 - Written Communication in Criminal Justice**
3 Credits

Weekly Contact Hours: Lecture – 3 Lab 2 – 0 Lab 3 – 0
Pre-requisite(s): CRJU 1010
Co-requisite(s): None

Explains and demonstrates the effectiveness of the entire criminal investigation process through various reports in the criminal justice system. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting administrative, court, investigative, and procedural processes. Topics include: Communication processes, field notes, initial information, basic reports, affidavits and other forensic reports, questioning, interviewing, interacting with victims of crime, evidence, and hostage negotiations, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

**CSSP 1010 - Central Sterile Supply Processing Technician**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam.

**CTDL 1010 - Fundamentals of Commercial Driving**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

**CTDL 1020 - Combination Vehicle Basic Operation and Range Work**
2 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 1.5 Lab 3 - 0.5
Pre-requisite(s): None
Co-requisite(s): CTDL 1010

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and
coupling/uncoupling.

**CTDL 1030 - Combination Vehicle Advanced Operations**
4 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 4 Lab 3 - 2
Pre-requisite(s): None
Co-requisite(s): CTDL 1020

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as
operating a trailer safely on public roads through a variety of maneuvers.

**CUUL 1000 - Fundamentals of Culinary Arts**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): MATH 1012

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and esprit de corps. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

**CUUL 1001 - Fundamental Skills of Culinary Arts**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduction to Culinary Arts is a course designed to introduce students to fundamental food preparation terms, concepts, and methods in Culinary Arts where laboratory practice will parallel class work. Fundamental techniques, skills, and terminology are covered and mastered with an emphasis on basic kitchen and dining room safety, sanitation, equipment maintenance and operation procedures.

**CUUL 1002 - Fundamental Skills of Culinary Arts I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Fundamental Skills of Culinary Arts I is designed to create a complete foundation and understanding of Culinary Arts leading to postsecondary education or a foodservice career. Building from techniques and skills learned in Foundation of Culinary Arts, this fundamentals course begins to involve in-depth knowledge and hands on skill mastery of Culinary Arts.

**CUUL 1003 - Fundamental Skills of Culinary Arts II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Fundamental Skills of Culinary Arts II is designed to create a complete foundation and understanding of Culinary Arts and how it relates to baking principles, nutrition, and applies the concepts to a restaurant setting. Building from techniques and skills learned in Foundation of Culinary Arts I, this fundamentals course begins to involve in-depth knowledge and hands on skill mastery of Culinary Arts.

**CUUL 1004 - Fundamental Skills of Culinary Arts III**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Fundamental Skills of Culinary Arts III is an advanced and rigorous in-depth course designed for the student who wishes to continue their education at the post-secondary level or enter the foodservice industry as a proficient and well-rounded individual. Strong importance is given to refining hands on production of the classic fundamentals in the commercial kitchen.

**CUUL 1110 - Culinary Safety and Sanitation**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Provisional Admission
Co-requisite(s): Provisional Admission

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

**CUUL 1120 - Principles of Cooking**
6 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): CUUL 1110

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

**CUUL 1129 - Fundamentals of Restaurant Operations**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CUUL 1120
Co-requisite(s): None

Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

**CUUL 1220 - Baking Principles**
5 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 3
Pre-requisite(s): CUUL 1120
Co-requisite(s): None

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

**CUUL 1320 - Garde Manger**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 6
Pre-requisite(s): CUUL 1120
Co-requisite(s): None

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d*oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

**CUUL 1370 - Culinary Nutrition and Menu Development**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): CUUL 1120
Co-requisite(s): None

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

**CUUL 1400 - Basic Nutrition**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course will emphasize nutrients and nutritional needs. Special needs and diets will be explored with an emphasis on manipulating meal components in order to meet the needs of these diets. Nutrition for different phases of the life cycle and current trends in nutrition will also be explored.

**CUUL 2130 - Culinary Practicum**
6 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 15
Pre-requisite(s): CUUL 1220, CUUL 1320
Co-requisite(s): None

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

**CUUL 2140 - Advanced Baking and International Cuisine**
6 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 6
Pre-requisite(s): CUUL 1220, CUUL 1320
Co-requisite(s): None

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

**CUUL 2160 - Contemporary Cuisine**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 6
Pre-requisite(s): CUUL 1220, CUUL 1320
Co-requisite(s): None

This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

**CUUL 2190 - Principles of Culinary Leadership**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in their job responsibilities. Emphasis will be placed on real-life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include: Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

**CUUL 2250 - Advanced Baking Principles**
6 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 -40 Lab 3 - 6
Pre-requisite(s): CUUL 1220
Co-requisite(s): None

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

**CWDS 1620 - Representative Warehouse Skills**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 – 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course discusses mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirements. Units in the course include math and measurements, use of calculators, operation of powered industrial trucks, and warehousing simulations.

**DENA 1000 - Introduction to the Dental Practice**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Focuses on prevailing concepts in dental assisting necessary for entry level employment as a front office assistant. Topics include: HIPAA Regulations and Work Ethics in the Dental Practice, Preventive Strategies and Oral Connections to Systemic Health, Infection Control Basics, Tooth Nomenclature and Structures of the Intraoral Cavity and Tooth Numbering for Charting and Common Dental Procedures and Conditions.

**DENA 1010 - Basic Human Biology**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.

**DENA 1030 - Preventive Dentistry**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): DENA 1080, DENA 1340

Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

**DENA 1050 - Microbiology and Infection Control**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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.

Effective Fall 2019, pre-requisites will be ENGL 1010, MATH 1012, ALHS 1011, and ALHS 1040.

**DENA 1070 - Oral Pathology and Therapeutic**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ( ALHS 1011 or DENA 1010) and DENA 1080
Co-requisite(s): None

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

**DENA 1080 - Dental Anatomy**
5 Credits

Weekly Contact Hours: Lecture - 5 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include: dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.

Effective Fall 2019, pre-requisites will be ENGL 1010, MATH 1012, ALHS 1011, and ALHS 1040.

**DENA 1090 - Dental Assisting National Board Examination Prep.**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Instructor Approval
Co-requisite(s): None

Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and test taking skills.

**DENA 1340 - Dental Assisting I: General Chairside**
6 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): DENA 1050, DENA 1080

Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

**DENA 1350 - Dental Asst. II: Dental Specialties/EFDA Skills**
7 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): DENA 1340
Co-requisite(s): None

Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontics procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform all required clinical skills to receive EFDA certification.

**DENA 1390 - Dental Radiology**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): DENA 1080
Co-requisite(s): None

After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.

**DENA 1400 - Dental Practice Management**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010, DENA 1340
Co-requisite(s): None

Emphasizes procedures for office management in dental practices. Topics include: oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply and inventory control; employability skills and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.

**DENA 1460 - Dental Practicum I**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): DENA 1050,
Co-requisite(s): DENA 1350, DENA 1390, DENA 1340

Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

**DENA 1470 - Dental Practicum II**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): DENA 1460

Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

**DENA 1480 - Dental Practicum III**
5 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 15
Pre-requisite(s): None
Co-requisite(s): DENA 1460, DENA 1470

Practicum continues to focus on assisting chairside with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chairside in specialties; and management of dental office emergencies.

**DFTG 1101 - CAD Fundamentals**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

**DFTG 1103 - Multiview/Basic Dimensioning**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Technical Drawing I provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

**DFTG 1105 - 3D Mechanical Modeling**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

**DFTG 1127 - Architectural 3D Modeling**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.

**DFTG 2010 - Engineering Graphics**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

**DHYG 1000 - Tooth Anatomy and Root Morphology**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include: oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

**DHYG 1010 - Oral Embryology and Histology**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include: cellular structure and organelles; histology of epithelium; histology of connective tissue; histology of muscle tissue; histology of nerve tissue; histology of oral mucosa and orofacial structures; embryological development of the head and neck; tooth development; and development of tooth supporting structures.

**DHYG 1020 - Head and Neck Anatomy**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include: terminology; anatomic landmarks; osteology of the skull; temporomandibular joint; muscles of mastication; muscles of facial expression; nervous system; blood supply of the head and neck; lymphatic system and immunology; endocrine and exocrine glands of the head and neck; nasal and paranasal sinuses; fascial spaces and the spread of dental infections; and anatomy concerning local anesthesia.

**DHYG 1030 - Dental Material**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**DHYG 1040 - Preclinical Dental Hygiene**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): DHYG 1050

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

**DHYG 1050 - Preclinical Dental Hygiene Lab**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): DHYG 1040

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

**DHYG 1070 - Radiology Lecture**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): DHYG 1080

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 - Oral Biology**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Dental Biology provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. It also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include: oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies. Dental Biology also focuses on the study of cells and tissues of the human body, with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include: cellular structure and organelles, histology of epithelium, histology of muscle tissue, and histology of nerve tissue, histology of connective tissue, embryological development of the head and neck, tooth development and development of tooth supporting structures. Dental Biology focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include: Terminology, anatomic landmarks, osteology of the skull, temporomandibular joint, muscles of mastication, muscles of facial expression, nervous system, blood supply of the head and neck, lymphatic system and immunology, endocrine and exocrine glands of the head and neck, nasal and paranasal sinuses, and fascial spaces and the spread of dental infections.

**DHYG 1090 - Radiology Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission, DHYG 1080
Co-requisite(s): None

Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

**DHYG 1110 - Clinical Dental Hygiene I Lecture**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): DHYG 1040
Co-requisite(s): DHYG 1111

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and treatment planning.

**DHYG 1111 - Clinical Dental Hygiene I Lab**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): DHYG 1050
Co-requisite(s): DHYG 1110

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

**DHYG 1206 - Pharmacology and Pain Control**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include: pharmaceutical referencing; legal and ethical considerations; drug effects; contraindications; drug related emergencies; dental related anesthesia; and pain control.

**DHYG 2010 - Clinical Dental Hygiene II Lecture**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): DHYG 1070, DHYG 1110
Co-requisite(s): DHYG 2020

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants, scaling, debridement and root planing; ultrasonics and air polishing and dietary analysis.

**DHYG 2020 - Clinical Dental Hygiene II Lab**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): DHYG 1070, DHYG 1090, DHYG 1111
Co-requisite(s): DHYG 2010

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planing; ultrasonics and air polishing; dietary analysis, and applied techniques.

**DHYG 2050 - General and Oral Pathology/Pathophysiology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): DHYG 1080
Co-requisite(s): None

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

**DHYG 2070 - Community Dental Health**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DHYG 1110
Co-requisite(s): None

Provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a community, by meeting specific dental health needs of community groups. Topics include: epidemiology; community dental care assessment; community dental care provision; preventive counseling for groups; group oral health education; terminology; dental care systems; biostatistics; and concepts of dental research.

**DHYG 2080 - Clinical Dental Hygiene III**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): DHYG 2010
Co-requisite(s): DHYG 2090

Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include: treatment of patients with special needs.

**DHYG 2090 - Clinical Dental Hygiene III Lab**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): DHYG 2020
Co-requisite(s): DHYG 2080

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: special needs patients and applied techniques.

**DHYG 2105 - Nutrition**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): CHEM 1152/L
Co-requisite(s): None

Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

**DHYG 2130 - Clinical Dental Hygiene IV Lecture**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): DHYG 2080
Co-requisite(s): DHYG 2140

Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include: employability skills; State of Georgia Dental Practice Act; office management; expanded duties; legal aspects; ethics; dental hygiene practice settings; and dentistry and dental hygiene regulation.

**DHYG 2140 - Clinical Dental Hygiene IV Lab**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): DHYG 2090
Co-requisite(s): DHYG 2130

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

**DHYG 2200 - Periodontology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): DHYG 1080
Co-requisite(s): None

Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including preventive, non-surgical, and surgical methods. Topics include: tissues of the periodontium; periodontal pathology; periodontal diseases; assessment and treatment planning; periodontal disease therapy; and periodontal emergencies.

**DIET 1000 - Introduction to Diesel Technology, Tools, & Safety**
3 Credits

Weekly Contact Hours: Lecture – 1.5 Lab 2 - 2 Lab 3 - 2
Pre-Requisite: Provisional Admission
Co-Requisites: None

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

**DIET 1010 - Diesel Electrical and Electronic Systems**
7 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 4 Lab 3 - 7.5
Pre-Requisites: None
Co-Requisites: DIET 1000

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

**DIET 1011 - Diesel Electrical and Electronic Systems I**
4 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 2.5 Lab 3 - 3.5
Pre-requisite(s): None
Co-requisite(s): DIET 1000

This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical systems diagnosis; battery diagnosis and repair; starting system diagnosis and repair; and basic lighting diagnosis and repair.

**DIET 1012 - Diesel Electrical and Electronic Systems II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 1.5 Lab 3 - 3.5
Pre-requisite(s): None
Co-requisite(s): DIET 1011

This course continues the study of electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: advanced lighting diagnosis; charging system diagnosis and repair; gauges and warning devices; and related electrical systems and diagnosis.

**DIET 1020 - Preventative Maintenance**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 3
Pre-Requisites: None
Co-Requisites: DIET 1010

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

**DIET 2010 - Truck Brake Systems**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 3 Lab 3 - 4.5
Pre-Requisite: None
Co-Requisites: DIET 1000, DIET 1010

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

**DIET 2020 - Truck Drive Trains**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 1.5 Lab 3 - 2.5
Pre-requisites: None
Co-requisites: DIET 1000, DIET 1010

This course introduces drive train systems used on medium/heavy duty trucks. Topics include: clutches, transmissions, drive shafts and universal joints, and drive axles.

**DIMT 1100 - History of Mass Communication**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course will study the processes, elements, uses, and impacts of mass media, including history development, operation, and cultural effects of books, newspapers, magazines, motion pictures, radio, television, sound recordings, and computer media.

**DIMT 1120 - Pre-Production**
4 Credits

Weekly Contact Hours: Lecture - 3.5 Lab 2 - 1 Lab 3 - 0
Pre-requisite(s):None
Co-requisite(s): None

An introduction of TV and digital video pre-production planning and the mastering of the essential skill sets necessary before production begins.

**DIMT 1130 - Introduction to Videography**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduction to electronic field and remote productions, including single and multiple camera operations. Basic field camera operations, tape to tape editing, editing techniques, single/multiple camera continuity, and scripting are all addressed.

**DIMT 2100 - Videography**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): DIMT 1120 or 1130

Introduction to electronic field and remote productions, including single camera operations. Field production and writing in various formats for broadcast.

**DIMT 2150 - Lighting**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course focuses on lighting for interior spaces and studio applications with emphasis on special lighting conditions such as reduced, low level key lighting and studio chroma keys utilizing Green and/or Blue Screen technology.

**DIMT 2160 - Broadcast News**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 2525
Co-requisite(s): DIMT 1130

This course covers electronic news gathering field production, special lighting situations, and challenges for single and multicamera video documentation.

**DIMT 2170 - Introduction to Directing**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): DIMT 1120 or 1130

Introduction to directing in single camera field production and multiple camera studio and field settings. Students will direct simulated live television production and film style single camera productions.

**DIMT 2800 - Digital Media Exit Review**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): DIMT 2100
Co-requisite(s): None

Introduction to the media job search and resume building for the media profession.

**DMGT 1030 - Management of Food Service Operations**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 0 Lab 3 - 4.5
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course is designed to cover all aspects of foodservice operations management. Topics include: organizational charts, forecasting food amounts, purchasing, recommended cooking procedures and equipment needs, and investigating safety.

**DMGT 1050 - Human Resource Management**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 0 Lab 3 - 4.5
Pre-requisite(s): Program Admission
Co-requisite(s): None

A study of human resource and management issues, responsibilities and techniques as related to the food service industry. Topics include: management responsibilities, personnel needs, state and federal laws, scheduling, diversity, and professionalism.

**DMGT 1070 - Nutrition & Management**
5 Credits

Weekly Contact Hours: Lecture - 3.5 Lab 2 - 0 Lab 3 - 4.5
Pre-requisite(s): None
Co-requisite(s): None

This course is designed for students enrolled in the Certified Dietary Manager program. This course provides students the knowledge of nutritional needs of individuals, including at risk populations. Students learn medical nutrition therapy concepts and documentation procedures. Topics include basic nutrition concepts, nutrition throughout the lifespan, medical nutrition therapy, nutrition screening and assessments, nutrition documentation in the healthcare setting, diet modifications, menu planning, and client education.

**DMPT 1000 - Introduction to Design**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography.

**DMPT 1005 - Vector Graphics**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for the various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.

**DMPT 1010 - Raster Imaging**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

In the Raster Imaging course, the student becomes acquainted with the concepts and software related raster image manipulation. The student is introduced to the workspace and tools used in an image editing software and will learn basic image editing techniques.

**DMPT 1015 - Drawing**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces beginning student to basic drawing techniques. Student will complete drawings using various techniques and media.

**DMPT 1055 - Introduction to Media Technology**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software.

**DMPT 1600 - Introduction to Video Production**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is an introduction to the creative and technical aspects of video production. Students will learn the basic terminology and techniques of video production through analysis of produced video works as well as hands-on experience. Students will be introduced to basic digital video production including: pre-production and planning, camera operation and framing, lighting, sound, and post-production with basic editing.

**DMPT 2100 - Identity Design**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 1000, DMPT 1005, DMPT 1010
Co-requisite(s): None

This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.

**DMPT 2105 - Page Layout**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 1000, DMPT 1005, DMPT 1010
Co-requisite(s): None

This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in the graphic design process.

**DMPT 2110 - Publication Design**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 1000, DMPT 1005, DMPT 1010
Co-requisite(s): None

Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.

**DMPT 2115 - Advertising and Promotional Design**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 1000, DMPT 1005, DMPT 1010
Co-requisite(s): None

Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.

**DMPT 2120 - Prepress and Output**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 1000, DMPT 1005, DMPT 1010
Co-requisite(s): None

This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.

**DMPT 2130 - Advanced Vector Graphics**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 1005
Co-requisite(s): None

Students will learn how to use advance vector imagery techniques for communicating creative concepts in different media fields. They will study a variety of digital illustration styles and begin to develop a personal style of their own.

**DMPT 2200 - Introduction to the Printing Industry**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces beginning student to overview and fundamentals of the printing industry. Topics include: safety, industry overview, printers math and measurement, overview of materials and supplies, printing operations and bindery and finishing.

**DMPT 2205 - Basic Printing Operations**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces student to basics of printing operations including safety, image carriers, materials and supplies. Student will begin to use press, bindery and finishing equipment.

**DMPT 2210 - Intermediate Printing and Finishing Operations**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 2200
Co-requisite(s): None

Emphasizes the intermediate printing and finishing operations including safety, printing operations, troubleshooting and quality control, along with inspection and maintenance procedures.

**DMPT 2215 - Advanced Printing and Post Production Operations**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Instructor Approval
Co-requisite(s): None

Emphasizes advanced printing and post-production operations including safety, multi-pass production, production workflow and post-production.

**DMPT 2600 - Basic Video Editing**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

An introduction to basic audio and video editing techniques used in digital video production with non-linear software. Students will be introduced to the primary feature set and interface of video editing software and will learn to perform basic editing functions that include setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques and tools, audio editing and audio creation, finishing and output.

**DMPT 2615 - Intermediate Video Editing**
Credits

This course will focus on more advanced editing and finishing techniques. Students will explore different editing styles and techniques for different genres and learn how to use these techniques to create complex compositions with polished transitions, fix screen direction errors, edit multi-camera projects, edit and mix audio, work with nested sequences, create effects, use filters creatively, color correct video, and manage clips and media.

**DMPT 2800 - Intermediate Video Production**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 1600
Co-requisite(s): None

This course will expose students to advanced techniques in digital cinematography and production audio. Students will gain hands on experience in camera operation, shot composition, camera movement, lighting, and production sound.

**DMPT 2805 - Narrative Filmmaking**
Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 1600, DMPT 2600, DMPT 2800
Co-requisite(s): None

This course will take students through the entire process of creating a narrative short film, with particular emphasis on skills that are specific to fictional, scripted material.

**DMPT 2810 - Documentary Filmmaking**
Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): DMPT 1600, DMPT 2600, DMPT 2800
Co-requisite(s): None

This course will take students through the entire process of creating a documentary short film, with particular emphasis on skills that are specific to unscripted or partially scripted, non-fiction material.

**DMPT 2900 - Practicum/Internship I**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): DMPT 1000, DMPT 1005, DMPT 1010
Co-requisite(s): None

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

**DMPT 2905 - Practicum/Internship II**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): DMPT 1000, DMPT 1005, DMPT 1010
Co-requisite(s): None

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

**DMPT 2910 - Practicum/Internship III**
5 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 15
Pre-requisite(s): Program Instructor Approval
Co-requisite(s): None

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

**DMPT 2920 - Practicum/Internship IV**
6 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 18
Pre-requisite(s): Program Instructor Approval
Co-requisite(s): None

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control

**DMPT 2930 - Exit Review**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): DMPT 1000, DMPT 1005, DMPT 1010
Co-requisite(s): None

Emphasis is placed on students production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

**ECCE 1101 - Introduction to Early Childhood Care and Education**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

**ECCE 1103 - Child Growth and Development**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

**ECCE 1105 - Health, Safety and Nutrition**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

**ECCE 1112 - Curriculum and Assessment**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ECCE 1103

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

**ECCE 1113 - Creative Activities for Child**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the concepts related to creativity in art,music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

**ECCE 1121 - Early Childhood Care and Education Practicum**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): ECCE 1105

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

**ECCE 1125 - Professionalism-CDA Certification Preparation**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides training in professionalism through Child Development Associate Credentialing Certificate preparation in the following areas: applying for the Child Development Associate Credential through Direct Assessment, professional resource file development, and strategies to establish positive and productive relationships with families.

**ECCE 2115 - Language and Literacy**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ECCE 1103

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

**ECCE 2116 - Math and Science**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ECCE 1103

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

**ECCE 2201 - Exceptionalities**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ECCE 1103
Co-requisite(s): None

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

**ECCE 2202 - Social Issues and Family Involvement**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

**ECCE 2203 - Guidance and Classroom Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ECCE 1103

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

**ECCE 2240 - Early Childhood Care and Education Internship**
12 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 36
Pre-requisite(s): ECCE 1101, ECCE 1103
Co-requisite(s): ECCE 1105

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

**ECCE 2245 - Early Childhood Care and Education Internship I**
6 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 18
Pre-requisite(s): ECCE 1101, ECCE 1103
Co-requisite(s): ECCE 1105

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

**ECCE 2246 - Early Childhood Care and Education Internship II**
6 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 18
Pre-requisite(s): ECCE 1101, ECCE 1103
Co-requisite(s): ECCE 1105

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

**ECCE 2310 - Paraprofessional Methods and Materials**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ECCE 1103

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

**ECCE 2312 - Paraprofessional Role and Practice**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ECCE 1103

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

**ECCE 2320 - Program Administration and Facility Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

**ECCE 2322 - Personnel Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

**ECCE 2330 - Infant/Toddler Development**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

**ECCE 2332 - Infant/Toddler Group Care and Curriculum**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

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.

**ECCE 2340 - Family Child Care Program Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ECCE 1103
Co-requisite(s): None

Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping, and professional qualifications.

**ECCE 2342 - Family Child Care Business Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

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.

**ECCE 2350 - Early Adolescent Development**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces the student to the physical, social, emotional, and intellectual development of the early adolescent (1215 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.

**ECCE 2352 - Designing Programs for School Age Children**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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.

**ECCE 2360 - Classroom Strategies for Exceptional Children**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ECCE 2201
Co-requisite(s): None

Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

**ECCE 2362 - Exploring Your Role in Exceptional Environment**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ECCE 2201
Co-requisite(s): None

Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

**ECET 1101 - Circuit Analysis I**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): MATH 1111, ENGT 1000

Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.

**ECET 1110 - Digital Systems I**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): ENGT 1000

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

**ECET 1191 - Computer Programming Fundamentals**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Degree Level Algebra Scores
Co-requisite(s): None

This course emphasizes fundamental concepts of problem solving using a high level source language. Laboratory work is designed to acquaint students with computer facilities, software, and programming fundamentals. Topics include: system fundamentals, concepts of structured programming, arrays, functions, and engineering applications.

**ECET 1210 - Networking Systems I**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ENGT 1000
Co-requisite(s): None

Provides a foundation in Local Area Networking of computers with an introduction to Wide Area Networking. Emphasis is on Peer-to-Peer Networking.

**ECET 2101 - Circuit Analysis II**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ECET 1101, MATH 1111
Co-requisite(s): None

Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

**ECET 2110 - Digital Systems II**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ECET 1110
Co-requisite(s): None

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

**ECET 2120 - Electronic Circuits I**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

**ECET 2210 - Networking Systems II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): ECET 1210
Co-requisite(s): None

This course emphasizes the design, implementation, configuration, and monitoring of a client-server network environment. Emphasis is placed on applications to Local Area Networks. An introduction to Network Domains in Wide Area Networks is included.

**ECET 2220 - Electronic Circuits II**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ECET 2120
Co-requisite(s): None

Emphasizes the analysis of BJT and FET amplifiers; analysis and applications of operational amplifiers and other linear digital ICs. Topics include: re transistor model; CB, CE and CC amplifiers; Darlington connection; cascaded systems; CS, CD, CG Amplifiers; High frequency and low frequency response of BJT and FET amplifiers; Power Amplifiers Class A, Class B, Class C Amplifiers; op-amp fundamentals; inverting, non-inverting amplifiers, voltage followers and summing amplifiers; comparators; instrumentation applications; active filters; differentiators and integrators; 555 Timers; A/D and D/A Conversion. Laboratory work parallels class work and includes circuit simulation using P-spice. Laboratory work parallels class work.

**ECON 1101 - Principles of Economics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**ECON 2105 - Macroeconomics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

**ECON 2106 - Microeconomics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

**ELCR 1003 - Introduction to Electrical and Electronics Theory**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course investigates the fundamental principles of electricity and provides an overview of fundamental electronics theory with an emphasis on practical applications. Topics include: basic electrical/electronics terminology; electromagnetic theory; direct and alternating currents; resistor, transistor, semiconductor and integrated circuit applications; and safety practices and procedures.

**ELCR 1005 - Soldering Technology**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

**ELCR 1010 - Direct Current Circuits**
6 Credits

Weekly Contact Hours: Lecture - 5 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, DC theorems, and Applied Algebraic Concepts.

**ELCR 1020 - Alternating Current Circuits**
7 Credits

Weekly Contact Hours: Lecture - 5 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, DC theorems, and Applied Algebraic Concepts.

**ELCR 1300 - Mobile Audio and Video Systems**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

**ELCR 1800 - Electrical Lineworker Organization Principles**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides a comprehensive summary of lineworker requirements. Topics include physical and mechanical abilities, electrical and workplace safety practices, communications skills, and positive work ethic responsibilities.

**ELCR 1820 - Electrical Lineworker Workplace Skills**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course will familiarize the student with the importance of working together and team building. Topics include basic tools in the problem solving process, change in the workplace, developing and maintaining a positive image, resume writing, and developing job interview skills.

**ELCR 1840 - Electrical Lineworker Automation Skills**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course familiarizes the student with the identification, proper use, basic electrical fundamentals, and safety and maintenance of lineworker hand and power tools. Students will be prepared to operate hydraulic and pneumatic systems.

**ELCR 1860 - Electrical Lineworker Occupational Skills**
5 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides an introduction to the basic skills necessary for an electrical lineworker. Topics include an understanding of ratios and proportions, blueprint reading, CSL training and testing, lineman simulations, and observation based instruction.

**ELCR 2140 - Mechanical Devices**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

**ELCR 2150 - Fluid Power**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

**ELCR 2170 - Computer Hardware**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

**ELCR 2190 - Networking I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

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

**ELCR 2600 - Telecommunication and Data Cabling**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): ELCR 1010
Co-requisite(s): None

Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

**ELCR 2660 - Security System Installation and Testing**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course is designed to give students a working knowledge of basic security system applications and theory. Students will be able to identify system components and their uses and apply that knowledge to system design. The course utilizes hands-on training in system installation, programming, testing and troubleshooting to assess the preparedness of the student in the security system installation and service industry.

**ELCR 2670 - Fire Alarm Installation**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

The course is designed to give students a working knowledge of basic fire alarm system applications and theory. Students will be able to identify classes of alarms and the system components. The course utilizes hands-on training in component identification and installation including, but not limited to fire panels, pull stations, smoke detectors, heat detectors, signaling horns and strobes. Students will also gain knowledge of system programming, testing, troubleshooting, and repair through classroom and hands-on exercises.

**ELCR 2680 - Access Control and CCTV Installation**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

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

**ELTR 1010 - Direct Current Fundamentals**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**ELTR 1011 - Basic Conduit Installation**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides practice in sizing and bending conduit. Emphasis is placed on how to bend conduit with a hand bender. Also, the code requirements for the National Electrical Code. Topics include: National Electrical Code, conduit types/trade sizes, and percent of conduit fill.

**ELTR 1012 - Intermediate Conduit Installation**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides practice in sizing, bending, and threading conduit. Emphasis is placed on how to bend conduit with a mechanical bender. Also, the code requirements for the National Electrical Code. Topics include: National Electrical Code, conduit types/trade sizes, and percent of conduit fill.

**ELTR 1013 - Advanced Conduit Installation**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides practice in sizing, bending, and threading conduit. Emphasis is placed on how to bend conduit with a hydraulic bender. Also, the code requirements for the National Electrical Code. Topics include: National Electrical Code, conduit types/trade sizes, and percent of conduit fill.

**ELTR 1020 - Alternating Current Fundamentals**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(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.

**ELTR 1060 - Electrical Prints, Schematics, and Symbols**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

**ELTR 1080 - Commercial Wiring I**
5 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

**ELTR 1090 - Commercial Wiring II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is a continuation of the study in commercial wiring practices and procedures. Topics include: conduit installation and system design concepts.

**ELTR 1110 - Electric Motors**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): ELTR 1120, ELTR 1180

Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

**ELTR 1120 - Variable Speed/Low Voltage Controls**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

**ELTR 1150 - Interpreting the National Electrical Code**
5 Credits

Weekly Contact Hours: Lecture –5 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course facilitates the reading and interpretation of the National Electrical Code, and is designed for students with some experience in electrical wiring and use of the NEC. Students with an interest in electrical wiring and the NEC will, upon completion of the course, be able to find information in the Code needed to do residential, commercial, farm, and industrial wiring, and to be successful with electrical licensing examinations.

**ELTR 1180 - Electrical Controls**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls, and variable speed controls.

**ELTR 1205 - Residential Wiring I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

**ELTR 1210 - Residential Wiring II**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ELTR 1205

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.

**ELTR 1220 - Industrial PLC's**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ELTR 1110, ELTR 1180
Co-requisite(s): None

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on pic programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

**ELTR 1250 - Diagnostic Troubleshooting**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ELTR 1180
Co-requisite(s): None

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

**ELTR 1260 - Transformers**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 2.5
Pre-requisite(s): ELTR 1080, ELTR 1090
Co-requisite(s): None

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

**ELTR 1270 - N.E.C. Industrial Wiring Applications**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides instruction in industrial wiring applications of the National Electrical Code. Topics include: rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).

**ELTR 1500 - Electrical Systems Technology Internship/Practicum**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): None

This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

**ELTR 1510 - Electrical Worker**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tolls on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

**ELTR 1520 - Grounding and Bonding**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): 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.

**ELTR 1525 - Photovoltaic Systems**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): Provides instruction in industrial

This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

**ELTR 1530 - Conduit Sizing**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

**ELTR 1540 - Wire Pulling and Codes**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

The purpose of this course is for instruction in the installation of cabling systems. Emphasis will be on the types of cabling technologies that address voice, video, and data communications and the applicable codes.

**ELUT 1101 - Introduction to the Electrical Utility Industry**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course will provide students with an overview of the electric power utility industry and occupational opportunities. Topics include the introduction and orientation to the electric utility industry, history of the industry, electric utility regulation and its scope, regulatory agencies and codes, general safety, electrical systems overview, electrical power generation, electrical transmission, electrical distribution, and electric utility career opportunities.

**EMPL 1000 - Interpersonal Relations & Professional Development**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

**EMSP 1010 - Emergency Medical Responder**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

**EMSP 1110 - Introduction to the EMT Profession**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 1120 - EMT Assessment/Airway Management & Pharmacology**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 1130 - Medical Emergencies for the EMT**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 1140 - Special Patient Populations**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

**EMSP 1150 - Shock & Trauma for the EMT**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 1160 - Clinical & Practical Applications for the EMT**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

**EMSP 1510 - Advanced Concepts for the AEMT**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 1520 - Advanced Patient Care for the AEMT**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 1530 - Clinical Applications for the AEMT**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

**EMSP 1540 - Clinical and Practical Applications for the AEMT**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

**EMSP 2110 - Foundations of Paramedicine**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

**EMSP 2120 - Applications of Pathophysiology for Paramedics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

**EMSP 2130 - Advanced Resuscitative Skills for Paramedics**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

**EMSP 2140 - Advanced Cardiovascular Concepts**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2310 - Therapeutic Modalities of Cardiovascular Care**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

**EMSP 2320 - Therapeutic Modalities of Medical Care**
5 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2330 - Therapeutic Modalities of Trauma Care**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2340 - Therapeutic Modalities-Special Patient Populations**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2510 - Clinical Applications for the Paramedic - I**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2520 - Clinical Applications for the Paramedic - II**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2530 - Clinical Applications for the Paramedic - III**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2540 - Clinical Applications for the Paramedic - IV**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2550 - Clinical Applications for the Paramedic - V**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2560 - Clinical Applications for the Paramedic - VI**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2570 - Clinical Applications for the Paramedic - VII**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**EMSP 2710 - Field Internship for the Paramedic**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

**EMSP 2720 - Practical Applications for the Paramedic**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

**ENGL 0090 - Learning Support English**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Placement Test Score
Co-requisite(s): ENGL 1010 or ENGL 1101

This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module.

**ENGL 0987 - Remedial English and Reading**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Placement Test Score
Co-requisite(s): ENGL 1010 or ENGL 1101

This course is an activities based learning support course which is embedded in the applicable general education core. Remediation is customized to meet students individual needs and is assessed by degree and diploma level faculty. Competency assignments are based on the students desired award level. Diploma level competencies include: grammar, punctuation, capitalization, and subject/verb agreement. Degree level competencies include paragraph writing and essay writing. Reading competencies include vocabulary, comprehension skills, critical reading skills, and content reading skills. All competencies are designed to prepare students to be successful in degree and diploma level English courses.

**ENGL 1010 - Fundamentals of English I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Diploma Level Reading and Writing Scores OR READ 0090 and/or ENGL 0090 w/ a “C” or better
Co-requisite(s): None

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

**ENGL 1012 - Fundamentals of English II**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ENGL 1010
Co-requisite(s): None

Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.

**ENGL 1101 - Composition and Rhetoric**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

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.

**ENGL 1102 - Literature and Composition**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ENGL 1101 w/ a “C” or better
Co-requisite(s): None

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

**ENGL 1105 - Technical Communications**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ENGL 1101 w/ a “C” or better
Co-requisite(s): None

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

**ENGL 2110 - World Literature**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ENGL 1101 w/a “C or better
Co-requisite(s): None

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

**ENGL 2130 - American Literature**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ENGL 1101 w/ a “C” or better
Co-requisite(s): None

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

**ENGT 1000 - Introduction to Engineering Technology**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises.

**ENGT 2300 - Capstone Project I**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ECET 2101
Co-requisite(s): None

This course will require students to undertake either individual or team projects, by applying knowledge acquired classroom/lab activities in program courses and core courses. The student will create or construct a product, a circuit or mechanism using circuit building, troubleshooting and other engineering skills developed through previous course work. The project activity includes conceptualization, detailed planning and design, project construction, cost and production considerations, quality assurance and project presentation.

**ESTH 1000 - Introduction to Esthetics**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.

**ESTH 1010 - Anatomy and Physiology of the Skin**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ESTH 1000

Introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

**ESTH 1020 - Skin Care Procedures**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): ESTH 1000

Introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include: client consultation and preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, reflexology, and air borne and blood borne pathogens and OSHA updates.

**ESTH 1030 - Electricity and Facial Treatments with Machines**
5 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): ESTH 1000

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: skin analysis equipment, basic skin care products, basic electricity, mens skin care products, post consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

**ESTH 1040 - Advanced Skin Care**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): ESTH 1000

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.

**ESTH 1050 - Color Theory and Makeup**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): ESTH 1000

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

**ESTH 1060 - Esthetics Practicum I**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): ESTH 1000, ESTH 1010, ESTH 1020, ESTH 1030
Co-requisite(s): ESTH 1040, ESTH 1050

Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

**ESTH 1070 - Esthetics Practicum II**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): None
Co-requisite(s): ESTH 1060

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.

**FORS 1010 - Introduction to Forestry and Natural Resources**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the fundamentals of forestry and natural resources. Topics include: history of forestry, importance of forestry, forest safety, harvesting equipment, and natural resource careers.

**FORS 1160 - Forest Surveying and Mapping**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): MATH 1012

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, surveying, surveying and mapping methods, deed search and tract location.

**FORS 1210 - GPS/GIS Aerial Photography**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): FORS 1160, MATH 1012
Co-requisite(s): None

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: Global positioning systems (GPS), geographical information systems (GIS), area determination, developing maps, and aerial photography.

**FOSC 1206 - Introduction to Forensic Science**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

**FOSC 2033 - Death Investigation**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): FOSC 1206 with a C or better
Co-requisite(s): None

This course examines the fundamentals of a medicolegal death investigation, the operation of death investigation system and the role of the death investigator. Procedures required to assist the medical examiner/ coroner in determining the deceased persons cause and manner of death are discussed. Additional topics include autopsy technique, sudden and unexpected death, natural death, specific wound and injury characteristics, and child death.

**FOSC 2037 - Victimology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

While individuals have been crime victims for many years, victimology or the study of crime victims is a relatively recent discipline. The majority of criminological research and discussion has been focused on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization patterns and trends, and the role of victimology in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.

**FOSC 2041 - Latent Print Examination**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission, FOSC 1206 with a C or better
Co-requisite(s): None

This course explains the history, biology, and basic principles of friction ridge analysis. Properly recording, processing, documenting, collecting, and preserving latent print evidence will be discussed. Students will also be introduced to the Automated Fingerprint Identification System (AFIS) and the analysis, comparison, and evaluation of latent prints. Various lab exercises will also be conducted to demonstrate processing methods used in latent print examination.

**FRSC 1020 - Basic Firefighter-Emergency Services Fundamentals**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1030 - Basic Firefighter - MODULE I**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1040 - Basic Firefighter - MODULE II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1050 - Fire and Life Safety Educator I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141
Co-requisite(s): None

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

**FRSC 1060 - Fire Prevention, Preparedness and Maintenance**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1070 - Introduction to Technical Rescue**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

**FRSC 1080 - Fireground Operations**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1100 - Introduction to the Fire Service**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1110 - Fire Administration Supervision and Leadership**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1121 - Firefighting Strategy and Tactics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1132 - Fire Service Instructor**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1141 - Hazardous Materials Operations**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level

**FRSC 1151 - Fire Prevention and Inspection**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 1161 - Fire Service Safety and Loss Control**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

**FRSC 2100 - Fire Administration Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 2110 - Fire Service Hydraulics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

**FRSC 2120 - Fire Protection Systems**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

**FRSC 2130 - Fire Service Building Construction**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

**FRSC 2141 - Incident Command**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**FRSC 2170 - Fire and Arson Investigation**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**HIMT 1100 - Introduction to Health Information Technology**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

**HIMT 1105 - Essentials of Healthcare Access**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ALHS 1090
Co-requisite(s): None

Provides comprehensive coverage of healthcare access service roles and processes employed in healthcare settings. Emphasis is placed on the knowledge and skills needed to competently interact with healthcare most valuable customer - the patient while following business policies and procedures. Topics include: role of healthcare access services staff and the impact on national patient satisfaction scores; professional ethics and cultural considerations; professionalism and competency; customer service excellence; meeting insurance payer guidelines; compliance standards for handling and protecting health information. Prepares student as candidate for NAHAM's Certified Healthcare Access Associate exam.

**HIMT 1150 - Computer Applications in Healthcare**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

**HIMT 1200 - Legal Aspects of Healthcare**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

**HIMT 1205 - Review/Practice for CHAA Exam**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): HIMT 1105
Co-requisite(s): None

This course provides students with the opportunity to prepare for the national Association of Healthcare Access Management's (NAHAM) Certified Healthcare Access Associate (CHAA) certification exam. Course is designed to provide review of skills needed to prepare for the CHAA credential exam. CHAAs are healthcare access associates who ensure quality of data collection and security of data, and customer service. CHAAs use computer applications to schedule services and analyze data to determine patient financial responsibility. Course provides comprehensive practice multiple choice test databank (300+ questions). Topics include: review of content specific to the healthcare access services' field and test-taking strategies.

**HIMT 1250 - Health Record Content and Structure**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

**HIMT 1350 - Pharmacotherapy**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): BUSN 2300 or ALHS 1090
Co-requisite(s): None

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

**HIMT 1400 - Coding and Classification - ICD Basic**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): (BIOL 2113/2113L and BIOL 2214/2114L: or ALHS 1011) and (ALHS 1090 or BUSN 2300) and HIMT 1350
Co-requisite(s): MAST 1120

This course provides the student an introduction to Medical Coding + Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

**HIMT 1410 - Coding and Classification -ICD Advanced**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): HIMT 1400
Co-requisite(s): None

This course is a continuation of HIMT 1400 (Coding and Classification Basic). This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

**HIMT 2150 - Healthcare Statistics**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): MATH 1100 or MATH 1101 or MATH 1111 or MATH 1103
Co-requisite(s): HIMT 2200

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

**HIMT 2200 - Performance Improvement**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal governments role in health care and accreditation requirements of various agencies.

**HIMT 2300 - Healthcare Management**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

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

**HIMT 2400 - Coding and Classification - CPT/HCPCS**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): (BIOL 2113/2113L and BIOL 2114/2114L OR ALHS 1011 and ALHS 1090 or BUSN 2300) and HIMT 1350 and MAST 1120
Co-requisite(s): None

This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

**HIMT 2410 - Revenue Cycle Management**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): HIMT 1400
Co-requisite(s): None

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

**HIMT 2460 - Health Information Technology Practicum**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): HIMT 1200, HIMT 1250
Co-requisite(s): HIMT 2400

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

**HIMT 2500 - Certification Seminar**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

**HIST 1111 - World History I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

**HIST 1112 - World History II**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

**HIST 2111 - U.S. History I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

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

**HIST 2112 - U.S. History II**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

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

**HORT 1000 - Horticulture Science**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

**HORT 1010 - Woody Ornamental Plant Identification**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

**HORT 1020 - Herbaceous Plant Identification**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Emphasizes the identification,selection,and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

**HORT 1030 - Greenhouse Management**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): None
Co-requisite(s): None

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutuional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

**HORT 1040 - Landscape Installation**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

**HORT 1041 - Landscape Construction**
4 Credits

Weekly Contact: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-Requisites: None
Co-Requisites: None

This course develops fundamental skills in landscape construction with an emphasis on landscape grading, drainage, retaining walls, and pavements. Topics include workplace safety, site preparation, project layout, construction methods, sequencing, and managerial functions.

**HORT 1050 - Nursery Production and Management**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): None
Co-requisite(s): None

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

**HORT 1060 - Landscape Design**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): None
Co-requisite(s): None

Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

**HORT 1070 - Landscape Installation**
4 Credits

Weekly Contact: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-Requisites: None
Co-Requisites: None

This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf, and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.

**HORT 1080 - Pest Management**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

**HORT 1120 - Landscape Management**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): None
Co-requisite(s): None

This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

**HORT 1140 - Horticulture Business Management**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

**HORT 1150 - Environmental Horticulture Internship**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): None

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.

**HORT 1250 - Plant Production and Propagation**
4 Credits

Weekly Contact: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-Requisites: HORT 1030, HORT 1050

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

**HORT 1310 - Irrigation**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): None
Co-requisite(s): None

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

**HORT 1330 - Turfgrass Management**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): None
Co-requisite(s): None

A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds: and estimating costs on management practices.

**HORT 1410 - Soils**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course introduces students to the basic fundamentals of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

**HORT 1500 - Small Gas Engine Repair and Maintenance**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

**HORT 1560 - Computer-Aided Landscape Design**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): None
Co-requisite(s): None

Introduces computer aided landscape design techniques and used in landscape design projects. Emphasis is placed on practical application of landscape design processes through use of computer applications. Topics include: software commands; scale and layers operations; and drawing and design.

**HORT 1750 - Interiorscaping**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 2 Lab 3 - 1.5
Pre-requisite(s): None
Co-requisite(s): None

This course develops students' skills in designing, installing, and maintaining interior plantings. Topics include: an industry overview, environmental requirements, nutrient requirements, maintenance practices, plant disorders, and designs and installations.

**HRTM 1100 - Intro. to Hotel/Restaurant/Tourism Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.

**HRTM 1110 - Travel Industry and Travel Geography**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**HRTM 1130 - Business Etiquette and Communication**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.

**HRTM 1140 - Hotel Operations Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.

**HRTM 1150 - Event Planning**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.

**HRTM 1160 - Food and Beverage Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.

**HRTM 1201 - Hospitality Marketing**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**HRTM 1210 - Hospitality Law**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**HRTM 1220 - Supervision/Leadership in the Hospitality Industry**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This courses focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

**HRTM 1230 - Internship**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): HRTM 1100
Co-requisite(s): None

This course introduces students to the application and reinforcement of hotel/restaurant/tourism operational principles in an actual job placement. Students become acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of hotel/restaurant/tourism management techniques, and professional development. The occupation-based instruction includes written individualized training plans and written performance evaluations.

**HUMN 1101 - Introduction to Humanities**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ENGL 1101 w/ a “C” or better
Co-requisite(s): None

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.

**ICET 2010 - Electromechanical Devices**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ECET 2101
Co-requisite(s): None

This course introduces electromechanical devices which are essential control elements in electrical systems. Topics include: fundamentals of electromechanical devices, control elements in electrical circuits, typical devices such as generators and alternators, D.C. and A.C. motors and controls, and transformers. Quantitative analysis of power losses, power factors, and efficiencies in D.C., single-phase and three-phase dynamos are stressed. Laboratory work parallels class work.

**ICET 2020 - Instrumentation and Process Management**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ICET 2010
Co-requisite(s): None

This course introduces control system components and theory as they relate to controlling industrial processes. Course covers identification, interpretation and design of loop and piping & instrumentation (P&ID) drawings. Mechanical, fluidic, temperature, and miscellaneous sensors are studied with emphasis on measuring techniques. Topics include: open and closed loop control theory, feedback, transducers, signal conditioning, P&IDs and control hardware and actuators. Laboratory work heavily emphasizes practical exercises and applications.

**ICET 2030 - Programmable Logic Controllers**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ICET 2010
Co-requisite(s): None

Emphasize an in-depth study of the programmable controller with programming applications involving control of industrial processes. Course explores SCADA system hardware. Topics include: input and output modules, logic units, memory units, power supplies, ladder diagrams, relay logic timers and counters, control strategy, programming, networks, user interface (HMI), communication equipment and software and troubleshooting. Lab work parallels class work with emphasis on program execution, effectiveness, efficiency and integration.

**ICET 2050 - Process Control**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ICET 2020, ICET 2030
Co-requisite(s): None

Provides a study of process control system design. Students explore system design and tuning, integration of sensors, transmitters, indicators, controllers and final control elements. Industrial electronics, control loop theory, PID (Proportional, Integral, Derivative) control theory, loop tuning, and control loop troubleshooting are emphasized.

**IDFC 1005 - Principles of Electricity II**
5 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the theory and application of varying sine wave voltages and current and solid state devices. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, basic transformers, an introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

**IDFC 1007 - Industrial Safety Procedures**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

**IDFC 1011 - Direct Current I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): MATH 1012 or MATH 1013

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**IDFC 1012 - Alternating Current I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): IDFC 1011

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

**IDFC 1013 - Solid State Devices I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 1 Lab 3 - 0
Pre-requisite(s): IDFC 1000 OR IDSY 1011, IDFC 1012 OR IDSY 1105
Co-requisite(s): None

Introduces the physical characteristics and applications of solid state devices. Topics include: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

**IDSY 1011 - Industrial Computer Applications**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Provides a foundation in industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communication platforms.

**IDSY 1020 - Print Reading and Problem Solving**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces practical problem solving techniques as practiced in an industrial setting. Topics include: analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading engineering specifications and applying a systematic approach to solving the problem.

**IDSY 1100 - Basic Circuit Analysis**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): MATH 1012 or MATH 1013

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

**IDSY 1101 - DC Circuit Analysis**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**IDSY 1105 - AC Circuit Analysis**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

**IDSY 1110 - Industrial Motor Controls I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls,theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

**IDSY 1120 - Basic Industrial PLC's**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

**IDSY 1130 - Industrial Wiring**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

**IDSY 1150 - DC and AC Motors**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(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.

**IDSY 1160 - Mechanical Laws and Principles**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisites: Program Admission
Co-requisites: None

Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

**IDSY 1170 - Industrial Mechanics**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

**IDSY 1180 - Magnetic Starters and Braking**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): IDSY 1150

Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

**IDSY 1190 - Fluid Power Systems**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

**IDSY 1195 - Pumps and Piping Systems**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**IDSY 1210 - Industrial Motor Controls II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

**IDSY 1220 - Intermediate Industrial PLC's**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

**IDSY 1230 - Industrial Instrumentation**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): None

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

**IDSY 1240 - Maintenance for Reliability**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

**IDSY 1260 - Machine Tool for Industrial Repairs**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Provides Industrial Mechanics the basic machine shop skills to perform common mechanical repairs such as: repair of scored pump shafts, motor shafts, conveyor shafts or valve stems; repair or fabrication of support brackets; fabrication of simple shaped (cylindrical or rectangular) parts; making or repairing keyseats and keys.

**IDSY 1310 - Industrial Systems Review**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-Requisites: Program Admission
Co-Requisite: None

Provides an instructional review of the Industrial Maintenance Technology course of study with a comprehensive assessment of each area. The assessment will consist of a written, identification, and hands-on examination. Topics include: direct current, alternating current, industrial wiring, AC-DC motors, motor controls, industrial hydraulics, industrial pneumatics, industrial mechanics, welding, safety, and programmable logic controllers.

**IMSA 1100 - Clinical Practice**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): BIOL 2113, BIOL 2113L, RADT 1010

Introduces students to the hospital clinical setting and medical office facilities with imaging services and provides an opportunity for students to participate in or observe radiographic and modality imaging procedures. Topics include: medical office and hospital protocol, film processing procedures, basic patient care, and radiation safety radiographic procedure responsibilities and office and film room procedures.

**LENF 1000 - Communication & Management in Criminal Justice**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is designed to provide corrections professionals the comprehensive understanding and specific skill set required to effectively communicate with corrections colleagues, inmates, and visitors. Students are introduced to key elements and practical strategies necessary for effective leadership, situation de-escalation/conflict resolution, motivational interviewing.

**LOGI 1000 - Business Logistics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Prerequisite: Program Admission
Corequisite: None

Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.

**LOGI 1010 - Purchasing**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides a general knowledge of purchasing for todays Supply Chains. The student will be introduced to Cross-functional teaming, Purchasing and Supply Performance, Supplier Integration into new Product Development, Supplier Development, Strategic Cost Management and Total Ownership Cost (TOC), and many other topics. This course along with other Supply Chain based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.

**LOGI 1015 - Purchasing and Materials Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course will introduce students to Materials Management and Purchasing fundamentals by learning the purchasing cycle, establishing material requirements, selecting suppliers, price determination, planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the students knowledge of supply chains and how effective purchasing and material management improves supply chain performance.

**LOGI 1020 - Materials Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course will introduce students to materials Management by learning the planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the students knowledge of supply chains and how effective material management improves supply chain performance.

**LOGI 1030 - Product Lifecycle Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

The core of product lifecycle management is the creation, preservation and storage of data relating to an organizations products and activities to ensure its available for daily operations. Students will learn that effective product lifecycle management is an essential tool for coping with the demanding global competition and ever-shortening product and component life cycles.

**MAST 1010 - Legal and Ethical Concerns in the Medical Office**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

**MAST 1030 - Pharmacology in the Medical Office**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MATH 1012, Program Admission
Co-requisite(s): None

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

**MAST 1060 - Medical Office Procedures**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

**MAST 1080 - Medical Assisting Skills I**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 6
Pre-requisite(s): ALHS 1011, ALHS 1090, Program Admission
Co-requisite(s): None

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

**MAST 1090 - Medical Assisting Skills II**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 6
Pre-requisite(s): ALHS 1011, ALHS 1090, Program Admission
Co-requisite(s): None

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

**MAST 1100 - Medical Insurance Management**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ALHS 1011, ALHS 1090, COMP 2000 or COLL 1010, ENGL 1010, Program Admission
Co-requisite(s): None

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

**MAST 1110 - Administrative Practice Management**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): ALHS 1011, ALHS 1090, COMP 2000 or COLL 1010, ENGL 1010
Co-requisite(s): None

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

**MAST 1120 - Human Diseases**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): ALHS 1011, ALHS 1090
Co-requisite(s): None

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted inlcuding: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

**MAST 1170 - Medical Assisting Externship**
6 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 18
Pre-requisite(s): MAST 1090
Co-requisite(s): MAST 1180

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

**MAST 1180 - Medical Assisting Seminar**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MAST 1090
Co-requisite(s): MAST 1170

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.

**MAST 1510 - Medical Billing and Coding I**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): ALHS 1011, ALHS 1090, ENGL 1010
Co-requisite(s): None

Provides an introduction to medical billing and coding skills with applications of international coding standards for billing of health care services. Topics include: International Classification of Diseases, code book formats, guidelines and conventions, and coding techniques.

**MAST 1520 - Medical Billing and Coding II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): MAST 1510
Co-requisite(s): MAST 1530

This course is a continuance of MAST 1510 Medical Billing and Coding I. MAST 1520 topics include: medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding including fraud and abuse.

**MAST 1530 - Medical Procedural Coding**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): MAST 1510
Co-requisite(s): MAST 1520

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include: format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

**MATH 0090 - Learning Support Mathematics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Placement Test Score
Co-requisite(s): MATH 1012 or MATH 1111

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

**MATH 0987 - Remedial Math**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Placement Test Score
Co-requisite(s): MATH 1012 or MATH 1111

This course is an activities based learning support course which is embedded in the applicable general education core. Remediation is customized to meet students individual needs and is assessed by degree and diploma level faculty. Competency assignments are based on the students desired award level. Diploma level competencies include operations with whole numbers, fractions, decimals, and percentages. Degree level competencies include simplifying algebraic expressions and solving algebraic equations. All competencies are designed to prepare students to be successful in degree and diploma level Mathematics courses.

**MATH 1011 - Business Mathematics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Diploma Level Math Scores OR MATH 0090 w/ a “C” or better
Co-requisite(s): None

Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business related problem solving, mathematical information for documents, graphs, and mathematical problems.

**MATH 1012 - Foundations of Mathematics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Diploma Level Math Scores or MATH 0090 w/ a “C” or better
Co-requisite(s): None

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

**MATH 1013 - Algebraic Concepts**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Placement Test Score or MATH 0090 w/ a “C” or better
Co-requisite(s): None

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

**MATH 1015 - Geometry and Trigonometry**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MATH 1013 with a C or better
Co-requisite(s): None

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

**MATH 1017 - Trigonometry**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MATH 1013 with a C or better
Co-requisite(s): None

Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

**MATH 1100 - Quantitative Skills and Reasoning**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Math Scores
Co-requisite(s): None

Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

**MATH 1101 - Mathematic Modeling**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Math Scores
Co-requisite(s): None

Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

**MATH 1111 - College Algebra**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Math Scores
Co-requisite(s): None

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

**MATH 1112 - College Trigonometry**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MATH 1111 w/ a “C” or better
Co-requisite(s): None

Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

**MATH 1113 - Precalculus**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MATH 1111 w/ a “C” or better
Co-requisite(s): None

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

**MATH 1127 - Introduction to Statistics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Math Scores
Co-requisite(s): None

Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

**MATH 1131 - Calculus I**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): MATH 1113 w/ a “C” or better
Co-requisite(s): None

Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

**MATH 1132 - Calculus II**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MATH 1131 with a "C" or better OR appropriate math placement test scores
Co-requisite(s): None

This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations,improper integrals, sequences, and series.

**MCHT 1011 - Introduction to Machine Tool**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

**MCHT 1012 - Blueprint for Machine Tool**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

**MCHT 1013 - Machine Tool Math**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): MATH 1012
Co-requisite(s): None

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

**MCHT 1017 - Characteristics of Metals/Heat Treatment I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab - 2
Pre-requisite(s): None
Co-requisite(s): None

Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles and heat treatment of metals.

**MCHT 1020 - Heat Treatment and Surface Grinding**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

**MCHT 1030 - Applied Measurement**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): MCHT 1011, MCHT 1013

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.

**MCHT 1060 - Welding for Machine Tool**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Provisional Admission
Co-requisite(s): None

Introduces basic welding skills necessary for use in machine tool applications. Topics include: arc welding and gas welding.

**MCHT 1119 - Lathe Operations I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

**MCHT 1120 - Mill Operations I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

**MCHT 1219 - Lathe Operations II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

**MCHT 1220 - Mill Operations II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.

**MCTX 1011 - Basic Mechatronics Fundamentals Level I**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 0.5 Lab 3 - 3.5
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course will provide students with an understanding of the basic fundamentals of a Mechatronic operation. Including electronic, pneumatic, and control devices. Students will learn the operation and purpose of components in these automated systems.

**MCTX 1012 - Basic Mechatronics Fundamentals Level II**
3 Credits

Weekly Contact: Lecture - 1.5 Lab 2 - 0.5 Lab 3 - 4
Pre-Requisites: None
Co-Requisite: None

This course will provide students with an understanding of PLC installation and setup. Students will gain knowledge of components and data storage methods used in automated mechatronic equipment.

**MCTX 1013 - Basic Mechatronics Fundamentals Level III**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-Requisites: None
Co-Requisite: None

This course builds on the Level 1 and 2 providing students with a higher level understanding of electronic circuitry and PLCs as it relates to mechatronic and automated equipment.

**MCTX 1014 - Basic Mechatronics Fundamentals IV**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0.5 Lab 3 - 2.5
Pre-Requisites: None
Co-Requisite: None

This course builds from Level 3 and continues to provide students with a broader knowledge of electronics and the use of semiconductors and power supplies. Also providing a further study into the programming of a PLC and connections to field devices.

**MCTX 2250 - Mechatronics Capstone**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This capstone course for the mechatronics specialization track will be used as the final project for the mechatronics students. Students will integrate and build upon knowledge and skills gained in previous courses to design, assemble, and analyze mechatronic systems using modern methods and tools. Lectures and laboratory experiences will include control theory, dynamic system behavior, communication protocols, pneumatics, embedded programming, and analysis in time-and-frequency domains. The course concludes with an open-ended team-based multi-week design project.

**MEGT 1010 - Manufacturing Processes**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**MEGT 1321 - Machining and Welding**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 1
Pre-requisite(s): Program Admission
Co-requisite(s): None

An introduction to machining and welding technology. This course will include emphasis of use and operation of selected machinery, various machining operations, selected welding processes and precision measuring instruments to be combined with laboratory projects and safety. Topics will include industrial safety and health practices; welding quality; use of cutting and grinding tools; introduction to welding terms and symbols; shielded metal arc welding (SMAW); gas metal arc welding (GMAW); gas tungsten arc welding (GTAW); basic machining operations; and precision measuring instruments.

**MEGT 2100 - Manufacturing Quality Control**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course introduces statistical quality control and quality assurance techniques in manufacturing processes. Topics include: fundamentals of Six Sigma methodology, creating customer focus, statistical control techniques, control charts, process capability, failure modes and effects analysis (FMEA), teams and teamwork, leadership and strategic planning, optimization and reliability studies, lean manufacturing, and inspection tools and practices. The course is an effective training aid for those preparing to take the American Society for Quality (ASQ) Certified Quality Inspector (CQI) examination. Students will perform lab exercises applying quality concepts, tools and techniques to realistic industry examples.

**MGMT 1100 - Principles of Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Provisional Admission
Co-requisite(s): None

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

**MGMT 1105 - Organizational Behavior**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

**MGMT 1110 - Employment Rules & Regulations**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

**MGMT 1115 - Leadership**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

**MGMT 1120 - Introduction to Business**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

**MGMT 1125 - Business Ethics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

**MGMT 1135 - Managerial Account & Finance**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

**MGMT 1310 - Introduction to Quality Assurance**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course will provide an introduction to Six Sigma quality improvement methodology and philosophy designed to reduce product and or service failure rates to near perfection. An emphasis will be made on a disciplined, data driven approach to work toward the elimination of defects across every business area. Course blends theoretical concepts and practical ideas from proven applications of the Six Sigma methodology and will help you understand a methodical approach to problem resolution and problem prevention.

**MGMT 1315 - Define and Measure**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course will introduce the student to the first two phases of the Six Sigma process which are define and measure. The material will emphasize the importance of developing a clear definition of the scope of any Six Sigma process and use the SIPOC in determining that scope, as well as the use of certain tools in that process. The course will also illustrate the use of selected tools in the measure phase of the Six Sigma process and the statistical models used in these tools.

**MGMT 1320 - Analyze, Improve, Control**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course will provide the necessary tools to develop data analysis techniques for a particular process. It will suggest specific methodologies for improvement utilizing the information derived from determining process capability and will offer specific techniques designed to enable the student to sustain and maintain process improvement solutions.

**MGMT 1340 - Quality Assurance Philosophy**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course will present the historical basis for Six Sigma in America business and industry. The course will blend theoretical and practical ideas from proven applications of the Six Sigma methodology, enabling the student to demonstrate the use of the basic tools and techniques of Six Sigma improvement. The relationship between Lean and Six Sigma will be evaluated as a means for the overall reduction of waste and the improvement of quality through elimination of defects in products and services.

**MGMT 1350 - Quality Assurance Tools**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course will introduce the data collection, analysis and statistical tools that are necessary for use in Six Sigma projects. The student will be provided with opportunities to apply these tools as well as interpreting the results. Hypothesis testing will be emphasized in its relation to overall improvement of processes. A methodical approach to problem resolution and prevention will be provided.

**MGMT 1360 - Advanced Quality Assurance Process**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course will emphasize the tools and techniques necessary to implement change in processes to maximize ROI and to improve overall effectiveness and efficiency. Emphasis will be made on the role of control charting in maintaining changes in processes. The role of communicating the rationale and methodology of changes will be included.

**MGMT 2115 - Human Resource Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

**MGMT 2120 - Labor Management Relations**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

**MGMT 2125 - Performance Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(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.

**MGMT 2130 - Employee Training and Development**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

**MGMT 2135 - Management Communication Techniques**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): COMP 1000

Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

**MGMT 2140 - Retail Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): COMP 1000

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

**MGMT 2145 - Business Plan Development**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

**MGMT 2150 - Small Business Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

**MGMT 2200 - Production/Operations Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

**MGMT 2205 - Service Sector Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

**MGMT 2210 - Project Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

**MGMT 2215 - Team Project**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

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.

**MGMT 2220 - Management Occupation-Based Instructions**
3 Credits

Weekly Contact Hours: Lecture – 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): Program Admission
Co-requisite(s): ENGL 1010, MGMT 1100

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.

**MKTG 1100 - Principles of Marketing**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

**MKTG 1130 - Business Regulations and Compliance**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

**MKTG 1160 - Professional Selling**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

**MKTG 1161 - Service Industry Business Environment**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the learner to the service industry. Topics include: an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

**MKTG 1162 - Customer Contact Skills**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): MKTG 1161

This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

**MKTG 1163 - Computer Skills for Customer Service**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): MKTG 1162
Co-requisite(s): None

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 and introduction to E-mail.

**MKTG 1164 - Business Skills for the Customer**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MKTG 1163
Co-requisite(s): None

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 management, managing multiple tasks and priorities, and tolls for team problem-solving and service improvement.

**MKTG 1165 - Personal Effectiveness in Customer Service**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MKTG 1164
Co-requisite(s): None

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.

**MKTG 1190 - Integrated Marketing Communications**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

**MKTG 1210 - Services Marketing**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.

**MKTG 1270 - Visual Merchandising**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

**MKTG 1370 - Consumer Behavior**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.

**MKTG 2000 - International Marketing**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MKTG 1100
Co-requisite(s): None

This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.

**MKTG 2010 - Small Business Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

**MKTG 2030 - Digital Publishing and Design**
3 Credits

Contact Hours – Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-Requisites: Program Admission, COMP 2000 or COLL 1010
Co-Requisites: None

This course covers the knowledge and skills required to use design and digital publishing software as well as design and create business publications, collaterals and digital presences. Course work will include course demonstrations, laboratory exercises and projects. Topics include: digital publishing concepts, basic graphic design, publication layout, web page design, and practical digital applications.

**MKTG 2060 - Marketing Channels**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Emphasizes the design and management of marketing channels. Topics include: role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.

**MKTG 2070 - Buying and Merchandising**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

**MKTG 2090 - Marketing Research**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MKTG 1100
Co-requisite(s): None

This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

**MKTG 2210 - Entrepreneurship**
6 Credits

Weekly Contact Hours: Lecture - 6 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

**MKTG 2270 - Retail Operations Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Instructor Approval or Program Admission
Co-requisite(s): None

This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.

**MKTG 2280 - Sports Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MKTG 1280
Co-requisite(s): None

This course emphasizes leadership and management in the sports marketing industry. Topics include: leadership, budgeting, project management, event management, contract negotiation, and international sports marketing.

**MKTG 2290 - Marketing Internship/Practicum**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): MKTG 1100
Co-requisite(s): None

This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

**MKTG 2300 - Marketing Management**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MKTG 1100
Co-requisite(s): None

This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

**MKTG 2500 - Exploring Social Media**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): MKTG 1100

This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

**MKTG 2550 - Analyzing Social Media**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): MKTG 1100

This course analyzes the application of social media to an integrated marketing communication plan. Topics include technical writing for social media, social media auditing, Social Media ROI, trend analysis, social media analytics, and Customer Experience Management(CEM).

**MSNR 1005 - Introduction Masonry and Brick Laying**
4 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): None

This course provides an orientation to the masonry field and places importance on practices necessary for general safety, use of tools, materials, and equipment. Basic bricklaying skills are emphasized and practiced to ensure competency. Topics include safety procedures, materials equipment needed, materials estimation, mortar mixing, butter brick and block, and cut masonry units.

**MSNR 1015 - Introduction to Masonry**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides an orientation to the masonry field and places importance on practices necessary for general safety, use of tools, materials, and equipment. Topics include Introduction to the Trade, Masonry Safety, Masonry Tools and Equipment, Measurements, Drawings and Specifications, and Mortar.

**MUSC 1101 - Music Appreciation**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): ENGL 1101

Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

**NAST 1100 - Nurse Aide Fundamentals**
6 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

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

**NEUT 1001 - Musculoskeletal Anatomy and Physiology I**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

This is the first of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include: bones; joints; terminology; and muscles by region.

**NEUT 1005 - Musculoskeletal Anatomy and Physiology II**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

This is the second of two courses which provide an advanced understanding of musculoskeletal anatomy so as to enable the student to better assess and treat client conditions. Topics include: bones; joints; terminology; and muscles by region.

**NEUT 1010 - Neural Science**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 1.5 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides an understanding of nervous system to enable the student to better assess and treat client conditions. Topics include: nervous systems structure and function: communication of the neural and endocrine system.

**NEUT 1020 - Pathology for the Neuromuscular Therapist**
3 Credits

Weekly Contact Hours – Lecture - 2.5 Lab 2 - 0.5 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course prepares students to identify general pathological conditions so as to be able to refer for medical attention or identify indications and contraindications for massage for specific body systems as stated: musculoskeletal, endocrine, nervous, integumentary, circulatory and lymphatic, respiratory, gastrointestinal, urinary, and reproductive systems. Topics include: review of basic anatomy and physiology per body system; identification of pathologic conditions per body system; physiologic effects of manual therapies upon each body system; formation of a treatment plan; indications versus contraindications for treatment; dysfunction versus disease;critical reading; and NMT Foundational Platform.

**NEUT 1030 - Neuromuscular Therapy Fundamentals**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Provides student with knowledge and practice of basic skills necessary for maintaining a successful and responsible career as a Neuromuscular therapist. This course prepares students in practical application for clinic by developing the proper skills necessary for interviewing clients, collecting data, assessment of data collection, developing patient care plan, and proper documentation. Topics include: history of massage and body work; professionalism, effective communication skills; documentation and charting; formation of a treatment plan utilizing assessment procedures; and critical reading.

**NEUT 1050 - Technique and Theory I**
5 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 6 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Students will learn how to incorporate the basic Swedish strokes as well as integrate each body region into a full body treatment session. Topics include: therapeutic environment; client positioning, bolstering, and draping; endangerment sites; Swedish strokes per NCE; integrated routine; mobile practice; and self care.

**NEUT 1060 - Clinic I**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

Students begin clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients; document assessment findings; discern indications and contraindications; develop and implement proper treatment plans; and deliver and evaluate effective Swedish and Deep tissue sessions for a minimum of three clients per week. Student will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation; effective communication skills; effective treatment; preceptor shadowing; case study; community outreach; and self care.

**NEUT 1080 - Techniques and Theory II**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course enhances didactic instruction of students in the techniques of neuromuscular therapy (NMT) as related to physiologic factors of pain such as Ischemia, Trigger Points, Postural Distortion, Neural Compression/Entrapment, Biomechanical Dysfunction, Nutrition and Stress in an attempt to restore and maintain a balance among the muscular, skeletal and nervous systems. Topics include: NMT foundational platform; NMT application fundamentals; indications and contraindications for treatment; muscles; NMT treatment per body region; and self care.

**NEUT 1081 - Techniques and Theory III**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course enhances didactic instruction of students in the techniques of neuromuscular therapy (NMT) as related to physiologic factors of pain such as Ischemia, Trigger Points, Postural Distortion, Neural Compression/Entrapment, Biomechanical Dysfunction, Nutrition and Stress in an attempt to restore and maintain a balance among the muscular, skeletal and nervous systems. Topics include: NMT foundational platform; NMT application fundamentals; indications and contraindications for treatment; muscles; NMT treatment per body region; and selfcare.

**NEUT 1100 - Adjunctive Modalities**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course is intended to be an overview of other adjunctive modalities. Further supervised study and training in these modalities is necessary for responsible therapy. Topics include: pregnancy massage,lymphatic drainage, advanced assessment techniques, muscle lengthening techniques, thermotherapy, passive and active engagement, positional release techniques, myofascial release overview, and critical reading.

**NEUT 1110 - Licensure Review**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course is an integration and review of didactic instruction in order to prepare students to take the National Certification Examination (NCETM/NCETMB) or an equivalent licensure exam approved by the Therapist's chosen state of practice. Students will be self directed in review of competencies of NCBTMB or other chosen licensing exam. Also, students will participate in simulated registry exams. Review topics include: anatomy, physiology, and kinesiology; massage application and assessment; pathology; professional ethics and business practices; clinical reasoning; and Eastern modalities.

**NEUT 1120 - Clinic II**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

Students will continue clinical reasoning and provide supervised therapy services in the college clinic. Students will apply skills learned in previous courses to interview clients, document assessment findings, discern indications and contraindications, develop and implement proper treatment plans, and deliver and evaluate effective treatment plan sessions for a minimum of three clients per week utilizing combined therapies of NMT routines, Swedish, and deep tissue. Student will continue to utilize wellness essentials, evaluate client/therapist communication, and improve professional work ethic. This course also includes a community service component. Topics include: documentation, advanced communication skills, effective treatment, preceptor shadowing, community outreach and self care.

**NEUT 1230 - Prof. Leadership for Neuromuscular Therapist**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course is designed to prepare students to develop professional leadership skills and maintain a successful practice as a Neuromuscular Therapist. This course will explore local and Georgia law as it pertains to the regulation and licensure of Massage Therapy. Also addressed are professional ethics and standards for practice per chosen professional massage therapy organization Topics include: networking; business promotion; business management; start-up plan portfolio; financial management; State (Georgia) law; Local Law; and Professional Ethics.

**OPHD 1010 - Introduction to Ophthalmic Optics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

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: scope and practice of a licensed optician; eye-care professions; major divisions of Opticianry; basic ocular anatomy; light and refraction; vision problems; corrective lenses; and national and state regulations.

**OPHD 1020 - Eye Anatomy and Physiology**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Develops students knowledge of the anatomy and physiology of the eye. Emphasis is placed on the corneal 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.

**OPHD 1030 - Applied Optical Theory**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): OPHD 1010, Program Admission
Co-requisite(s): None

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; and lens systems.

**OPHD 1060 - Optical Laboratory Technique I**
6 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): OPHD 1010
Co-requisite(s): None

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 and 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; and standard alignment, inspection of lenses and lensometer operation.

**OPHD 1070 - Optical Laboratory Technique II**
6 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): OPHD 1060
Co-requisite(s): None

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 lens positioning; inspection of multifocal lenses; optical calculations; frame repairs; optical equipment maintenance; advanced optical calculations, and high index lenses.

**OPHD 1080 - Contact Lens I**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): OPHD 1020, Program Admission
Co-requisite(s): None

Introduces students to the contact lens field. Emphasis is placed on the development of contact lenses to correct visual defects, types of contact lenses, and consumer selection. Topics include: safety and environmental procedures; contact lens history; contact lens instruments;, contact lens terminology; corneal topography; lens types, prefitting evaluation, examination and patient/lens selection; adverse effects of lens wear; lens selection, inspection and verification; fitting guidelines and regulations; and follow-up care.

**OPHD 1200 - Clinical Refractometry**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 4 Lab 3 - 0
Pre-requisite(s): OPHD 1010, OPHD 1020, OPHD 1030
Co-requisite(s): None

The course will present 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 the theory and use of the phoropter, retinoscope and automated refraction instruments. Problems associated with changes in refractive powers will be discussed and demonstrated.

**OPHD 2090 - Frame Selection**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

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; administrative procedures; lens finishing; matching frames to consumer needs; managed care terminology; information technology; communication with consumers, prescribers, and suppliers; effective consumer services; and problem solving.

**OPHD 2120 - Lens Selection**
6 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): OPHD 1010
Co-requisite(s): None

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. 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; optical, physiological, and psychological problems; applied lensmeter techniques; information gathering; and ophthalmic sales skill.

**OPHD 2130 - Contact Lens II**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): OPHD 1080, Program Admission
Co-requisite(s): None

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; soft lens care and storage; fitting specialty rigid lenses; rigid lens care and storage; and fitting specialty soft contact lenses.

**OPHD 2170 - Contact Lens Review**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): OPHD 2130
Co-requisite(s): None

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.

**OPHD 2180 - Opticianry Review**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): OPHD 2090, OPHD 2120
Co-requisite(s): None

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.

**OPHD 2190 - Opticianry OBI**
6 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 4 Lab 3 - 12
Pre-requisite(s): OPHD 2090, OPHD 2120, OPHD 2130
Co-requisite(s): None

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.

**PHAR 1000 - Pharmaceutical Calculations**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): MATH 1012 or MATH 1111
Co-requisite(s): None

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

**PHAR 1010 - Pharmacy Technology Fundamentals**
5 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

**PHAR 1020 - Principles of Dispensing Medications**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): PHAR 1000, PHAR 1010

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

**PHAR 1030 - Principles of Sterile Medication Preparation**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): PHAR 1000, PHAR 1010
Co-requisite(s): PHAR 1040, PHAR 1050

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

**PHAR 1040 - Pharmacology**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): PHAR 1030, PHAR 1050

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

**PHAR 1050 - Pharmacy Technology Practicum**
5 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 15
Pre-requisite(s): PHAR 1000, PHAR 1010
Co-requisite(s): PHAR 1030, PHAR 1040

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication,

**PHAR 2060 - Advanced Pharmacy Technology Principles**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): COMP 2000 or COLL 1010, PHAR 1030, PHAR 1050
Co-requisite(s): PHAR 2070

This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.

**PHAR 2070 - Advanced Pharmacy Technology Practicum**
5 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 15
Pre-requisite(s): COMP 2000 or COLL 1010, PHAR 1030, PHAR 1050
Co-requisite(s): PHAR 2060

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

**PHLT 1030 - Introduction to Venipuncture**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission, ALHS 1011, ALHS 1040, ALHS 1090
Co-requisite(s): None

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

**PHLT 1050 - Clinical Practice**
5 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 15
Pre-requisite(s): ALHS 1011, ALHS 1040, ALHS 1090
Co-requisite(s): PHLT 1030

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

**PHYS 1110 - Conceptual Physics**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ENGL 1101 and (MATH 1101 or MATH 1111) w/ a “C” or better
Co-requisite(s): PHYS 1110L

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

**PHYS 1110L - Conceptual Physics Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ENGL 1101 and (MATH 1101 or MATH 1111) w/ a “C” or better
Co-requisite(s): PHYS 1110

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

**PHYS 1111 - Introductory Physics I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ENGL 1101 and (MATH 1112 or MATH 1113) w/ a “C” or better
Co-requisite(s): PHYS 1111L

The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

**PHYS 1111L - Introductory Physics I Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): ENGL 1101 and (MATH 1112 or MATH 1113) w/ a “C” or better
Co-requisite(s): PHYS 1111

Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

**PHYS 1112 - Introductory Physics II**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): PHYS 1111, PHYS 1111L w/ a "C" or better
Co-requisite(s): PHYS 1112L

The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

**PHYS 1112L - Introductory Physics II Lab**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): PHYS 1111, PHYS 1111L w/ a "C" or better
Co-requisite(s): PHYS 1112

Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

**PNSG 2010 - Intro. to Pharmacology and Clinical Calculations**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s):Diploma Level reading & writing scores and MATH 1012
Co-requisite(s): None

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

**PNSG 2030 - Nursing Fundamentals**
6 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): PNSG 2010, PNSG 2035

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

**PNSG 2035 - Nursing Fundamentals Clinical**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): PNSG 2010, PNSG 2030

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

**PNSG 2210 - Medical-Surgical Nursing I**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): PNSG 2030
Co-requisite(s): PNSG 2010

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

**PNSG 2220 - Medical-Surgical Nursing II**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): PNSG 2030
Co-requisite(s): PNSG 2320

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

**PNSG 2230 - Medical-Surgical Nursing III**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): PNSG 2030
Co-requisite(s): PNSG 2330

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

**PNSG 2240 - Medical-Surgical Nursing IV**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): PNSG 2030
Co-requisite(s): PNSG 2340

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

**PNSG 2250 - Maternity Nursing**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): PNSG 2030
Co-requisite(s): PNSG 2255

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

**PNSG 2255 - Maternity Nursing Clinical**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): PNSG 2250

At completion of this maternity course, students will have completed a minimum of 37.5 clock hours of maternity related clinical experience. This course focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and non-pathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

**PNSG 2310 - Medical-Surgical Nursing Clinical I**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): PNSG 2210

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical surgical clinical courses students will have completed a minimum of 300 clock hours of clinical experience including 225 clock hours of comprehensive medical-surgical, 37.5 clock hours of pediatric experiences and 37.5 clock hours of mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**PNSG 2320 - Medical-Surgical Nursing Clinical II**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): PNSG 2220

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 300 clock hours of clinical experience including 225 clock hours of comprehensive medical-surgical, 37.5 clock hours of pediatric and 37.5 clock hours of mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**PNSG 2330 - Medical-Surgical Nursing Clinical III**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): PNSG 2230

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 300 clock hours of clinical experience including 225 clock hours of comprehensive medical-surgical, 37.5 clock hours of pediatric experiences and 37.5 clock hours of mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**PNSG 2340 - Medical-Surgical Nursing Clinical IV**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): PNSG 2240

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 300 clock hours of clinical experience including 225 clock hours of comprehensive medical-surgical, 37.5 clock hours of pediatric experience and 37.5 clock hours of mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

**PNSG 2410 - Nursing Leadership**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): PNSG 2030
Co-requisite(s): PNSG 2415

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

**PNSG 2415 - Nursing Leadership Clinical**
2 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): None
Co-requisite(s): PNSG 2410

At completion of this nursing leadership course, students will have competed a minimum of 75 clock hours of leadership related clinical experience. This course builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

**POLS 1101 - American Government**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

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

**PSYC 1010 - Basic Psychology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social psychology.

**PSYC 1101 - Introductory Psychology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

**PSYC 1150 - Industrial/Organization Psychology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

Emphasizes interpersonal and behavioral skills required in todays 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, and workplace stressors.

**PSYC 2103 - Human Development**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): PSYC 1101 w/ a “C” or better
Co-requisite(s): None

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

**PSYC 2250 - Abnormal Psychology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): PSYC 1101 w/ a “C” or better
Co-requisite(s): None

Emphasize the etiology and treatments consideration of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications and psychological disorders.

**RADT 1010 - Introduction to Radiology**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): BIOL 2113, BIOL 2113L

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

**RADT 1030 - Radiographic Procedures I**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): Program Admission

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

**RADT 1060 - Radiographic Procedures II**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): Program Admission

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

**RADT 1065 - Radiologic Science**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission, Program Instructor Approval
Co-requisite(s): Program Admission

Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

**RADT 1070 - Principles of Imaging I**
6 Credits

Weekly Contact Hours: Lecture - 5 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): MATH 1111, Program Admission
Co-requisite(s): None

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

**RADT 1075 - Radiographic Imaging**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission, Program Instructor Approval
Co-requisite(s): Program Admission

The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital); processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital); Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

**RADT 1085 - Radiologic Equipment**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission, Program Instructor Approval
Co-requisite(s): Program Admission

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

**RADT 1160 - Principles of Imaging II**
6 Credits

Weekly Contact Hours: Lecture - 5 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): RADT 1070
Co-requisite(s): None

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities

**RADT 1200 - Principles of Radiation Biology and Protection**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): Program Admission

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

**RADT 1320 - Clinical Radiography I**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): Program Admission
Co-requisite(s): Program Admission

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

**RADT 1330 - Clinical Radiography II**
7 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 21
Pre-requisite(s): Program Admission
Co-requisite(s): Program Admission

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

**RADT 2090 - Radiographic Procedures III**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): Program Admission

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck,thorax and abdomen.

**RADT 2190 - Radiographic Pathology**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): BIOL 2114/2114L, Program Admission
Co-requisite(s): None

Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.

**RADT 2201 - Introduction to Computed Tomography**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): RADT 2220, RADT 2250

Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

**RADT 2210 - Computed Tomography Physics and Instrumentation**
5 Credits

Weekly Contact Hours: Lecture - 5 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): RADT 2230, RADT 2265

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

**RADT 2220 - Computed Tomography Procedures I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): RADT 2201, RADT 2250

Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

**RADT 2230 - Computed Tomography Procedures II**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): RADT 2210, RADT 2265

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

**RADT 2250 - Computed Tomography Clinical I**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): Program Admission
Co-requisite(s): RADT 2201, RADT 2220

Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

**RADT 2260 - Radiologic Technology Review**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): Program Admission

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

**RADT 2265 - Computed Tomography Clinical II**
4 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 12
Pre-requisite(s): Program Admission
Co-requisite(s): RADT 2210, RADT 2230

Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

**RADT 2340 - Clinical Radiography III**
6 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 18
Pre-requisite(s): Program Admission
Co-requisite(s): Program Admission

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RADT 2350 - Clinical Radiography IV**
7 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 21
Pre-requisite(s): RADT 1010, RADT 2090, RADT 2340
Co-requisite(s): None

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. 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; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision..

**RADT 2360 - Clinical Radiography IV**
9 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 27
Pre-requisite(s): Program Admission
Co-requisite(s): Program Admission

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RCRT 1106 - Introduction to Railcar Structural Components**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the structural and load bearing components of all classifications of rail cars.

**RCRT 1108 - AAR Rules and Regulations**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces the Association of American Railroads (AAR) guidelines and standards for repair of all classifications of railcars. The student will become familiar with the AAR Field Manual as a guide to the fair and proper handling of all railcar repair matters.

**RCRT 1110 - Railcar Air Brake Equipment and Technology**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Introduces students to air brakes parts and components, testing, and repair and replacement of components to meet standards.

**RCRT 1112 - Railcar Components Parts Repair**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Introduces students to the repair of couplers, wheels, axles, and trucks and the recognition of worn or defective parts.

**RCRT 1114 - Railcar Equipment and Accessories Repair**
3 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Introduces students to general repairs of minor components of all classifications of railcars such as doors, ladders, load restraints and securement and refrigeration equipment.

**RNSG 1350 - Fundamentals of Nursing Care**
6 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 2 Lab 3 - 3
Pre-Requisites: ENGL 1101, MATH 1111, BIOL 2113, BIOL 2113L
Co-Requisite: BIOL 2114, BIOL 2114L, RNSG 1355, RSNG 1360

This course is designed to introduce the student nurse to professional Nursing, the nursing process, health-promotion, illness-prevention practices, basic care of the adult and older adult population, and the role of the associate degree nurse. The focus of this course is on nursing history, professional organizations, ethical issues and values, cultural diversity, hygiene and safety, infection control and prevention, communication, collaboration, documentation, critical thinking, and patient teaching. The student learns about urinary and bowel elimination, pain management, nutrition, skin integrity and wound care. The student nurse learns correct technique in nursing skills and how to accurately obtain and chart vital signs. This course includes classroom, skills lab, and a clinical rotation. The course must be successfully completed with a minimum grade of 70 percent in theory and a minimum grade of 70 percent in the clinical rotation.

**RNSG 1352 - Transitions in Nursing**
7 Credits

Weekly Contact Hours: Lecture - 7 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): RNSG 1355, 1365

The practical nursing transition course allows the student who has successfully obtained an unrestricted Georgia practical nursing license to continue their education in nursing by achieving an Associate of Science in Nursing Degree. This course is designed to provide the practical nurse with a comprehensive knowledge of professional nursing, the nursing process, health promotion, illness prevention practices, basic care of the adult and older adult population, and the responsibilities and challenges of the role of associate degree nursing. The focus of this course is on ethics and values, cultural diversity, safety, communication, collaboration, documentation, the nursing process, critical thinking, and patient teaching. Students are required to use components of health assessment to complete a head-to-toe physical assessment. This theory course must be successfully completed with a minimum grade of 70 percent.

**RNSG 1355 - Nursing Pharmacology and Dosage Calculations**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: ENGL 1101, MATH 1111, BIOL 2113, BIOL 2113L
Co-Requisite: BIOL 2114, BIOL 2114L, RNSG 1350, RNSG 1360

This course is designed to prepare the student with necessary skills essential to perform accurate medication calculations in the metric system. The student will learn how to competently prepare and administer medications including oral, subcutaneous, intradermal, intramuscular, intravenous formulas and injections, conversions between systems and reconstitution of solutions. Emphasis is placed on knowledge and precision necessary for accuracy in drug calculations. The student will learn medication classifications, side effects, adverse reactions, action, peak, route of administration and medication safety. This course includes classroom, and a skills lab. This course must be successfully completed with a minimum theory grade of 70 percent.

**RNSG 1360 - Physical Examination and Health Assessment**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: ENGL 1101, MATH 1111, BIOL 2113, BIOL 2113L
Co-Requisite: BIOL 2114, BIOL 2114L, RNSG 1350, RNSG 1355

This course introduces the student to physical examinations and health assessment of patients in the clinical environment. The student learns how to perform a therapeutic nurse-patient relationship and how to conduct a head-to-toe assessment including each body system. Emphasis is placed on knowledge and skills necessary for acquiring, organizing, recording and interpreting data from a health promotion perspective. This course includes lecture and a laboratory component. This course must be successfully completed with a minimum grade of 70 percent.

**RNSG 1365 - Medical-Surgical Nursing I**
6 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 6
Pre-Requisites: RNSG 1350, RNSG 1355, RNSG 1360
Co-Requisite: BIOL 2117, BIOL 2117L, RNSG 2350

This initial medical-surgical course is designed to introduce and prepare the student to care for patients with selected medical disorders and surgical conditions. This course includes classroom, simulation and a clinical rotation which builds on concepts and skills taught in the Fundamentals of Nursing Care course. The role of the nurse as provider of care will be utilized to include patient care, basic clinical decision making, patient teaching, coordination of care, clinical reasoning, and collaboration of care with other disciplines. Specific medications related to health care conditions will be taught. The application of the nursing process in caring for patients experiencing alterations in cardiovascular, endocrine, gastrointestinal, hematologic, musculoskeletal, neurologic, respiratory, and renal systems are included. Infusion therapy is introduced. The student will learn about the perioperative patient. Emphasis is placed on diversity and in care of the elderly considering developmental, cultural and spiritual needs of each patient. This course must be successfully completed with a minimum grade of 70 percent in the theory component and 70 percent in the clinical component.

**RNSG 1368 - Transitions: OB, Childbearing, and Peds Nursing**
5 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): RNSG 1352, RNSG 1355
Co-requisite(s): RNSG 2355

This course prepares the student to provide competent, compassionate evidenced-based nursing care for the childbearing patient, family and the pediatric patient. Concepts will be introduced which include normal pregnancy and childbirth, complications in pregnancy and childbirth, care of the newborn, assessment, planning and intervention as well as nutritional care, patient education, health promotion strategies and illness prevention practices for the childbearing family. Emphasis is placed on disease processes and management, interventions and critical knowledge skills with care of the child. Pharmacologic principles are incorporated as applies to the obstetrical and pediatric patient. Students learn to provide safe and culturally competent care for obstetrical and pediatric patients and their families. The student will learn concepts and theories related to developmental stages. This course requires supervised clinical rotations in clinical environments to enhance the educational opportunities and meet course objectives. This course requires a minimum grade of 70 percent in theory and a minimum of 70 percent in the clinical rotation.

**RNSG 1370 - Obstetrical Nursing and the Childbearing Family**
4 Credits
This course prepares the student to provide clinically competent, compassionate evidenced-based nursing care for the childbearing patient and family. Concepts will be introduced which include normal pregnancy and childbirth, complications in pregnancy and childbirth, care of the newborn, assessment, planning and intervention as well as nutritional care, patient education, health promotion strategies and illness prevention practices for the childbearing family. Pharmacologic principles are incorporated as applies to the obstetrical patient. This course requires supervised clinical rotations in hospital experiences to enhance the educational opportunities. This course requires a minimum grade of 70 percent in theory and a minimum of 70 percent in the clinical rotation.

**RNSG 1375 - Essentials of Pediatric Nursing**
4 Credits
This course prepares the student to provide safe and culturally competent care for pediatric patients and their family or group members. The student will learn concepts and theories related to developmental stages. Emphasis is placed on disease processes and management, interventions, pharmacology, and critical knowledge skills with care of the child. This course includes classroom, simulation, and a clinical component at to provide educational opportunities to meet course objectives. This course requires a minimum grade of 70 percent in theory and a minimum of 70 percent in the clinical rotation.

**RNSG 2015 - Obstetrics, Childbearing, and Peds Nursing**
6 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): RNSG 1365, RNSG 2350
Co-requisite(s): RNSG 2355

This course prepares the student to provide competent, compassionate evidenced-based nursing care for the childbearing patient, family and the pediatric patient. Concepts will be introduced which include normal pregnancy and childbirth, complications in pregnancy and childbirth, care of the newborn, assessment, planning and intervention as well as nutritional care, patient education, health promotion strategies and illness prevention practices for the childbearing family. Emphasis is placed on disease processes and management, interventions and critical knowledge skills with care of the child. Pharmacologic principles are incorporated as applies to the obstetrical and pediatric patient. Students learn to provide safe and culturally competent care for obstetrical and pediatric patients and their families. The student will learn concepts and theories related to developmental stages. This course requires supervised clinical rotations in clinical environments to enhance the educational opportunities and meet course objectives. This course requires a minimum grade of 70 percent in theory and a minimum of 70 percent in the clinical rotation.

**RNSG 2350 - Mental Health Promotion and Restoration**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-Requisites: RNSG 1350, RNSG 1355, RNSG 1360
Co-Requisite: RNSG 1365, BIOL 2117, BIOL 2117L

This course introduces the student to care for patients across the lifespan with alterations in mental health. The focus is on the nurse-patient therapeutic relationship and behavioral and emotional responses. Emphasis is placed on building the therapeutic relationship, milieu environment, assessment, and psychopharmacology. A project is required in this course which places emphasis on mental illness and variations in mental health. This course includes classroom, and a clinical rotation at an acute care facility and/or a state hospital. This course requires a minimum grade of 70 percent in theory and a minimum grade of 70 percent in the clinical rotation.

**RNSG 2355 - Medical-Surgical Nursing II**
5 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 6
Pre-Requisites: RNSG 1365, RNSG 2015
Co-Requisite: RNSG 2350

This course prepares the student to care for patients with complex medical and multisystem disorders. This course includes classroom, simulation and a clinical rotation which builds on concepts and skills taught in the Medical-Surgical Nursing I course. Specific medications related to health care conditions will be strengthened. The student will learn to apply the application of the nursing process in caring for patients experiencing disorders of the immune system, arthritis, infections, cancer, cardiac disorders and, dysrhythmias, respiratory, neurologic, musculoskeletal trauma, intestinal, pituitary and adrenal glands, renal disease and transplants. The student will learn about advanced infusion therapy. Emphasis is placed on restoration and maintenance of health. Supervised clinical inpatient hospital experiences will provide the student with opportunities to meet course competency outcomes. This course requires a minimum grade of 70 percent in theory and a minimum of 70 percent in the clinical rotation.

**RNSG 2360 - Medical-Surgical Nursing III**
6 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 9
Pre-Requisites: RNSG 2015, RNSG 2355
Co-Requisite: RNSG 2365

This course is the final medical-surgical nursing course. This class builds on previous instruction and includes classroom, skills lab, simulation and a clinical rotation. The student will learn about patients with complex and multisystem disorders. This course prepares the nursing student to acquire knowledge and skills in application of the nursing process to the care for patients with multi-system, emergency and life threatening disorders. This course requires a minimum grade of 70 percent in theory and 70 percent in the clinical rotation.

**RNSG 2365 - Essentials of Nursing Management and Leadership**
1 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 0 Lab 3 - 0
Pre-Requisites: RNSG 2015, RNSG 2355
Co-Requisite: RNSG 2360

This course is designed to prepare the graduate nurse to function as a role of a leader with management and leadership skills necessary to promote growth and development in the profession of nursing. This course requires a minimum theory grade of 70%.

**SOCI 1101 - Introduction to Sociology**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

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.

**SOCI 2600 - Introduction to Social Problems**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

This course will provide an in-depth study of current social problems such as poverty, unemployment, race relations, environmental concerns, deviance, drugs and crime, social inequality, and global threats. Emphasis is on causes,
consequences, policy, and possible solutions to these problems.

**SPAN 1101 - Introduction to Spanish Language and Culture I**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Prerequisite : Program Admission
Corequisite : None

A beginner's introduction to the Spanish language and culture. This course stresses the student's ability to acquire a non-native language and to communicate effectively in the target Spanish language. Emphasis is placed on reading, writing, and speaking the language. An overview of Hispanic society is also emphasized, highlighting the differences between American and Hispanic cultures. Not open to native speakers of Spanish.

**SPAN 1102 - Introduction to Spanish Language and Culture II**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Prerequisite: SPAN 1101
Corequisite: None

A continuation of SPAN1101 that advances the student's acquisition of the target language and understanding of cultural difference between American and Hispanic cultures. Emphasis is placed on improving effective communication skills in the areas of reading, writing, and speaking the Spanish language. Not open to native speakers of Spanish.

**SPAN 2001 - Intermediate Spanish Language and Hispanic Culture**
3 Credits

Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisites: SPAN 1102
Co-requisites: None

An intermediate level course that advances the students acquisition of the target language and awareness and understanding of various sociocultural aspects including cultural traditions. Emphasis is placed on the development of proficiency and communicative competence at the intermediate level in the four basic skills: speaking, listening, reading, and writing, as defined by the American Council on the Teaching of Foreign Languages Proficiency Guidelines.

**SPCH 1101 - Public Speaking**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Degree Level Reading and Writing Scores
Co-requisite(s): None

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

**SURG 1010 - Introduction to Surgical Technology**
8 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 4 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

Effective Spring 2020, the pre-requisites for this course will be ENGL 1101, MATH 1111, BIOL 2113 Lecture and Lab, and ALHS 1090.

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: introduction to preoperative, intraoperative and postoperative principles of surgical technology; assistant circulator role, professionalism as well as health care facility information.

**SURG 1020 - Principles of Surgical Technology**
7 Credits

Weekly Contact Hours: Lecture - 5 Lab 2 - 0 Lab 3 - 6
Pre-requisite(s): Program Admission
Co-requisite(s): None

Effective Spring 2020, the pre-requisites for this course will be ENGL 1101, MATH 1111, BIOL 2113 Lecture and Lab, and ALHS 1090.

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: technological sciences; patient care concepts; preoperative, intraoperative and postoperative surgical technology; and perioperative case management.

**SURG 1080 - Surgical Microbiology**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Effective Spring 2020, the pre-requisites for this course will be ENGL 1101, MATH 1111, BIOL 2113 Lecture and Lab, and ALHS 1090.

Introduces the fundamentals of surgical microbiology. Topics include: cell structure; introduction to microbiology; microorganisms; process of infection; hypersensitivity; fluid movement concepts; and immunologic defense mechanisms.

**SURG 1100 - Surgical Pharmacology**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Effective Spring 2020, the pre-requisites for this course will be ENGL 1101, MATH 1111, BIOL 2113 Lecture and Lab, and ALHS 1090.

Introduces the concepts of pharmacology and anesthesia. Topics include: terminology; medication measurement; medications used in surgery; care and handling of medications and solutions; and anesthesia.

**SURG 2030 - Surgical Procedures I**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): Program Admission
Co-requisite(s): None

Effective Spring 2020, the pre-requisites for this course will be ENGL 1101, MATH 1111, BIOL 2113 Lecture and Lab, and ALHS 1090.

Introduces the surgical specialties to include General Surgery, Obstetric and Gynecologic Surgery, Genitourinary Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

**SURG 2040 - Surgical Procedures II**
4 Credits

Weekly Contact Hours: Lecture - 4 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): SURG 2030
Co-requisite(s): None

Introduces the surgical specialties to include Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, Ophthalmic (Eye) Surgery, Cardiothoracic Surgery, Peripheral Vascular Surgery and Neurosurgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

**SURG 2110 - Surgical Technology Clinical I**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): Program Admission
Co-requisite(s): None

Effective Spring 2020, the pre-requisites for this course will be ENGL 1101, MATH 1111, BIOL 2113 Lecture and Lab, and ALHS 1090.

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

**SURG 2120 - Surgical Technology Clinical II**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): SURG 2030

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

**SURG 2130 - Surgical Technology Clinical III**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): SURG 2030

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases

**SURG 2140 - Surgical Technology Clinical IV**
3 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 9
Pre-requisite(s): None
Co-requisite(s): SURG 2030

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

**SURG 2240 - Seminar in Surgical Technology**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): SURG 2040
Co-requisite(s): None

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: employability skills and professional preparation.

**TELE 1000 - Introduction to Telecommunications**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides a comprehensive overview of telecommunications, identifying components of a telecom network, and the transmission of information, such as data, video, and voice. The fundamental concepts in both analog and digital communications are covered. This is an engineering technology course.

**TELE 1010 - U-Verse Safety**
2 Credits

Weekly Contact Hours: Lecture - 1 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course teaches students the skills needed to safely perform all duties of a field technician working and installing carrier grade communications services to homes and businesses. These services include, but are not limited to, triple play offerings such as voice, video, and data/high-speed internet. Topics and labs will include standards and codes, ladder safety, electrical and tool safety. Additionally, students will participate in defensive driving concepts and techniques and complete first aid/CPR certifications.

**TELE 1020 - Premise Cabling and Installation**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): TELE 1010

The student will gain the knowledge of copper and fiber transmission characteristics and apply them in hands-on activities. Labs will require students to install, terminate, test, troubleshoot, and repair various media/cabling and the associated blocks or jacks in a home and/or business environment following all applicable codes, standards, employer and manufacturers specifications.

**TELE 1030 - IPDSL, Gateway Services, and Installation**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): TELE 1010

This course provides the student with the theoretical and hands-on knowledge and skills to install the NIDs utilized in U-Verse installations. In addition, students will identify and correct faulty components found in the systems.

**TELE 1040 - Customer Provided Equipment Setup and Integration**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): TELE 1010, TELE 1020, TELE 1030

This course is designed to give the student the theoretical knowledge of A/V and other technologies encountered during a typical U-Verse (triple play services) installation. Topics include A/V systems, Alarms, computer equipment, Access Points, etc. In addition, the student will be required to integrate the various technologies into one operational system.

**TELE 1050 - Customer Service/Employability Skills for Techs**
2 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

This course provides the understanding of customer service and employability skills needed to obtain a job and provide service in the U-verse marketplace. Topics include resumes, interview techniques, teamwork, customer dissatisfaction and empathy skills, as well as other foundations of providing excellent internal and external customer service.

**TELE 1090 - Troubleshooting and Repair**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): None

Introduces students to procedures for troubleshooting telephone equipment and lines. Students learn proper testing techniques to use in troubleshooting and to repair various types of telephone equipment. Topics include: troubleshooting procedures, troubleshooting and repair of self-contained key systems, and troubleshooting and repair of communication systems

**TELE 1160 - Fiber Optics Transmission Systems**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 0 Lab 3 - 4.5
Pre-requisite(s): None
Co-requisite(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.

**TELE 1210 - Communications Transmission Concepts**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): ECET 1101
Co-requisite(s): None

Introduction to the communications network transmission concepts. Topics include: Signal analysis and mixing, multiplexing, methods of modulation and detection, characteristics of metallic and optical transmission media. The effects of noise in communications systems are investigated. This is an Engineering technology course.

**TELE 1690 - CATV Fundamentals**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(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

**TELE 1700 - Broadband Cable Installation**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): TELE 1690

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.

**TELE 1720 - Broadband System Installation**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): TELE 1700

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 giving 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.

**TELE 2020 - Communication Cabling Installation**
4 Credits

Weekly Contact Hours: Lecture - 2.5 Lab 2 - 0 Lab 3 - 4.5
Pre-requisite(s): None
Co-requisite(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.

**TELE 2090 - Voice Over IP Fundamentals**
3 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 0
Pre-requisite(s): ELCR 2190
Co-requisite(s): None

This course introduces the fundamentals of voice over IP (VoIP) telephony and technology, the infrastructure benefits and applications. Topics include Public Switch Telephone Network (PSTN), telephony signaling and services, basics of Internet Protocol (IP), H.323, Session Initiation Protocol (SIP), gateway protocols, and Quality of Service (QoS).

**TELE 2110 - Communication Platforms**
3 Credits

Weekly Contact Hours: Lecture - 1.5 Lab 2 - 3 Lab 3 - 0
Pre-requisite(s): None
Co-requisite(s): TELE 2020

This course is designed to give students an overview of the different types of communication platforms used primarily in inter-connects as well as the business systems component of service providers. Emphasis is placed on system features, installation, programming, and troubleshooting.

**TELE 2130 - Telecommunications Project**
1 Credits

Weekly Contact Hours: Lecture - 0 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): TELE 1160
Co-requisite(s): None

This course is designed for students to undertake both individual and team tasks and apply knowledge acquired from classroom and lab activities. Students will design and implement an advanced communications network.

**TELE 2210 - Data Communications**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): ECET 1210, TELE 1000
Co-requisite(s): None

Cover the principles of data communications and areas of applications such as communications between terminals and computers, including local area networks, packet networks, and control of the telephone network. Topics include: introduction to data communications, transmission of bandwidths and impairments, transmission codes, modem installation, function of multiplexers, function of protocols, error detection and correction techniques, and networks identification. This is an Engineering Technology course.

**TELE 2230 - Fiber Optics**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): TELE 1210
Co-requisite(s): None

Course examines the fiber optics communications technology, and explores the applications of fiber optics transmission systems. This course discussed the optical fiber, LEDs, Laser diodes, photodiodes, optical amplifiers and passive components, Laboratory exercises give students hands-on experience with fiber optic devices, troubleshooting and measuring tools, fusion/quick connect splicing, and terminations. This is an Engineering Technology course.

**TVPT 2525 - Writing for Broadcast**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): None

Students will be introduced to writing formats for news, promotion, press releases, commercial television and radio productions and dramatic screenplays. Emphasis will be placed on correct writing styles and conceptualization for each application. Students will adapt an existing work to create an original script for the screen.

**WELD 1000 - Introduction to Welding Technology**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): None

This course provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, Oxyacetylene welding, and Welding career potentials.

**WELD 1010 - Oxyfuel and Plasma Cutting**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): WELD 1000

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating, oxyfuel cutting, and plasma cutting. Topics include: metal heating and cutting techniques, manual and automatic oxyfuel cutting techniques, oxyfuel pipe cutting, plasma torch and theory, plasma machine set up and operation, and plasma cutting techniques.

**WELD 1030 - Blueprint Reading for Welding Technology**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): WELD 1000

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

**WELD 1040 - Flat Shielded Metal Arc Welding**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): Program Admission
Co-requisite(s): WELD 1000

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

**WELD 1050 - Horizontal Shielded Metal Arc Welding**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

**WELD 1060 - Vertical Shielded Metal Arc Welding**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

**WELD 1070 - Overhead Shielded Metal Arc Welding**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

**WELD 1090 - Gas Metal Arc Welding**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): None
Co-requisite(s): WELD 1000

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

**WELD 1095 - Advanced Gas Metal Arc Welding**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas metal arc welding (GMAW). Qualification tests, in all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GMAW safety and health practices; shielding gases; metal cleaning procedures; GMAW machines and equipment set up; selection of filler rods; GMAW weld positions; and advanced production of GMAW beads, bead patterns, and joints.

**WELD 1110 - Gas Tungsten Arc Welding**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

**WELD 1120 - Preparation for Industrial Qualification**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

**WELD 1150 - Advanced Gas Tungsten Arc Welding**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

**WELD 1151 - Fabrication Processes**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 0
Pre-requisite(s): WELD 1030
Co-requisite(s): None

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

**WELD 1152 - Pipe Welding**
4 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 2 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

**WELD 1153 - Flux Cored Arc Welding**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

**WELD 1154 - Plasma Cutting**
3 Credits

Weekly Contact Hours: Lecture - 2 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): Program Admission

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

**WELD 1156 - Ornamental Iron Works**
4 Credits

Weekly Contact Hours: Lecture - 3 Lab 2 - 0 Lab 3 - 3
Pre-requisite(s): WELD 1000
Co-requisite(s): None

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

# 2018 - 2019 Wiregrass Georgia Technical College Faculty

**Acree, Tammy**
*Culinary Arts Instructor*
(229) 333-2100 ext. 2132

Culinary Arts - CA43 Advisor
Culinary Arts - CA44 Advisor

**Agyabeng-Dadzie, Fiifi**
*Biology Instructor*
(229) 333-2100 ext. 5003

**Altman, Jessica**
*Psychology Instructor*
(229) 333-2100 ext. 2251

**Baggett, Rodney**
*Commercial Truck Driving Instructor*
(912) 389-4303 ext. 2256

Commercial Truck Driving - CT61 Advisor

**Barnett, Frank**
*Pharmacy Technology Program Coordinator and Exposure Control Coordinator*
Office: Berrien Hall, Room 217 (229) 333-2100 ext. 5581

Pharmacy Technology - PT23 Advisor
Pharmacy Technology - PT22 Advisor

**Bauer, Georgianne**
*Associate of Science Nursing Instructor*
(229) 333-2100, ext. 3053

Nursing - ND73 Advisor

**Blitch, Gail**
*Dental Hygiene Clinical Coordinator*
(229) 333-2100 ext. 3059

**Bohanon, Katrina**
*Surgical Technology Coordinator*
(229) 245-3860

Surgical Technology - ST13 Advisor

**Bramley, Roy**
*Auto Collision and Sheet Metal Fabrication Instructor*
(229) 333-2100 ext. 3037

Automotive Collision Repair - ACR2 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020 Advisor
Advanced Auto Sheet Metal Custom Fabrication Technician - AA31 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020 Advisor
Automotive Collision Repair Assistant I - AB51 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020 Advisor
Automotive Collision Repair Assistant II - AZ51 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020 Advisor

**Braswell, Brittany**
*Criminal Justice Instructor*
(912) 389-4303 ext. 3071

**Carlton, Cabot**
*Welding Instructor*
(229) 468-2075

**Carroll, Sherry**
*Psychology Instructor*
(229) 468-2030

**Carvajal, Cheryl**
*Area Director for Academic Affairs*
Office: Lowndes Hall, Room 7241 (229) 333-2100 ext. 3046

**Chaney, Christy**
*Patient Care Assisting & Allied Health Core Instructor*
Office: Berrien Hall, Room 211A (229) 333-2100 ext. 3095

**Clemons, Joy**
*Cosmetology Instructor*
(229) 333-2100 ext. 3027

Cosmetology - CO12 Advisor
Hair Designer - HD21 Advisor

**Cook, Ashley**
*Business Management Instructor*
(229) 293-6109

Business Management - MD13 Advisor
Business Management - MD12 Advisor

**Davis, Denese**
*Area Director--Health & Management Professions*
(229) 333-2100 ext. 3068

Health Information Management Coding - HI12 Advisor
Health Information Management Technology - HI13 Advisor

**Davis, Jesse**
*Automotive Technology Program Coordinator*
(229) 468-2050

**Day, Mike**
*Welding Instructor*

Gas Tungsten Arc Welder - GTA1 Advisor
Advanced Shielded Metal Arc Welder - OSM1 Advisor
Welding & Joining Technology - WAJ2 Advisor

**Denning, India**
*Patient Care Assisting & Allied Health Core Instructor*
(229) 468-2000 ext. 2009

**Diamond, Craig**
*IST & Mechatronics Instructor*

**Drexler, Tim**
*Computer Information Systems Instructor*
(229) 333-2100 ext. 3049

Gaming Development - CSD3 Advisor
Gaming Development - CSD4 Advisor

**Duerr, Leia**
*Practical Nursing Instructor*
229-468-2000 ext. 2045

Practical Nursing - PN12 Advisor

**Edwards, Deanna**
*Business Education Instructor*
(229) 468-2004

Quality Assurance Professional - QA21 Advisor
Quality Assurance Specialist -QA31 Advisor
Technical Specialist - TC31 Advisor
Business Technology - BA23 Advisor
Business Management - MD13 Advisor
Business Management - MD12 Advisor
Business Technology - BA22 Advisor

**Evans, Brooke**
*Practical Nursing Instructor*
(912) 389-4303 ext. 2229

Practical Nursing - PN12 Advisor

**Felkins, Angela**
*Associate of Science Nursing Instructor*
229-333-2100 ext. 3087

Nursing - ND73 Advisor

**Floyd, Deidra**
*Practical Nursing Instructor*
(229) 468-2266

Practical Nursing - PN12 Advisor

**Garcia, Juan**
*Criminal Justice Instructor*
(229) 333-2100 ext. 2036

Criminal Justice Technology - CJT3 Advisor
Criminal Justice Technology - CJT2 Advisor
Criminal Justice Specialist - CJ21 Advisor

**Garnto, Amanda**
*Neuromuscular Massage Therapy Program Coordinator*
(229) 333-2100, ext. 2666

Neuromuscular Massage Therapist - NT12 Advisor

**Gelatt, Linda**
*Business Administrative Technology Instructor*
(229) 468-2209

Technical Specialist - TC31 Advisor
Business Technology - BA23 Advisor
Business Technology - BA22 Advisor

**Gerrald, Margaret**
*Practical Nursing Instructor*

Practical Nursing - PN12 Advisor

**Giddens, Talarie**
*Esthetics Program Coordinator*
(229) 333-2100 ext. 3025

Esthetician - CE11 Advisor

**Grant, Angela**
*Business Education Instructor*
(229) 333-2100 ext. 5535

Quality Assurance Professional - QA21 Advisor
Quality Assurance Specialist -QA31 Advisor
Business Management - MD13 Advisor
Business Management - MD12 Advisor

**Griffin, Lisa**
*Opticianry Program Coordinator*
(229) 333-2100 ext. 3102

Eyewear Dispensing Specialist - EDS1 Advisor
Opticianry (Vision Care Technology) - OP13 Advisor
Opticianry (Vision Care Technology) - OP14 Advisor

**Hall, Garrett**
*History Instructor*
(229) 245-6581 ext. 6582

**Harrell, Randy**
*Math Instructor*
Office: Coffee Campus, Office 167 (912) 389-4303 ext. 2246

**Hasty, Leigh Ann**
*PCA & Allied Health Core Instructor*
(229) 333-2100 ext. 3104

**Heard, Toby**
*Automotive Repair Technology Instructor*
(229) 333-2100 ext. 3072

Automotive Chassis Technician Specialist - ASG1 Advisor
Automotive Fundamentals - AF12 Advisor
Automotive Technology - AT14 Advisor
Automotive Engine Performance Technician - AE51 Advisor
Automotive Transmission/ Transaxle Tech Specialist - AA71 Advisor

**Holbrook, Liane**
*Area Director--Social & Physical Sciences*
(229) 333-2100 ext. 3081

**Honeycutt, Victoria**
*Business Education Instructor*
(229) 333-2100 ext. 6110

Web Site Design - IS53 Advisor
Web Site Design - IS64 Advisor

**Howell, Ginny**
*Accounting Program Coordinator*
(229) 333-2100 ext. 3048

Accounting - AC13 Advisor
Accounting - AC12 Advisor

**Hutcheson, Karen**
*Cosmetology Instructor*
(229) 333-2100 ext. 3029

Cosmetology - CO12 Advisor
Hair Designer - HD21 Advisor

**Ingra, Leigh**
*Cosmetology Instructor*
(229) 549-7368 ext. 7834

Cosmetology - CO12 Advisor
Hair Designer - HD21 Advisor

**Jackson, Alice**
*Nursing & Allied Health Core Instructor*
(229) 468-2245

**Jankowski, Pam**
*Practical Nursing Instructor*
229-333-2100 ext. 3066

Practical Nursing - PN12 Advisor

**Johnson, Joey**
*Computer Information Systems Technology Instructor*
(229) 333-2100 ext. 2236

Computer Support Specialist - CS23 Advisor
Networking Specialist - NS13 Advisor
Computer Support Specialist - CS14 Advisor
Networking Specialist - NS14 Advisor

**Johnson, Terry**
*Welding Instructor*
(229) 468-2075

Gas Tungsten Arc Welder - GTA1 Advisor
Advanced Shielded Metal Arc Welder - OSM1 Advisor
Welding & Joining Technology - WAJ2 Advisor

**Kirkley, Ashley**
*Biology Instructor*
(229) 333-2100 ext. 6581

**Lanier, Darron**
*Machine Tool Technology Instructor*
(229) 333-2100 ext. 2671

Basic Machinist - BM31 Advisor
Mill Operator - MP11 Advisor
Precision Machining & Manufacturing (Previously Machine Tool Technology) - MTT2 Advisor
CNC Specialist - CS51 Advisor

**Leeman, Cathy**
*English Instructor*
(229) 468-2000 ext. 2093

**Lindsey, Tony**
*Telecommunications & Security Technology Program Coordinator*
229-333-2100 ext. 2071

Telecommunications and Security Technology - TES2 Advisor

**Lott, April**
*Cosmetology Program Coordinator*
(229) 468-2231

Cosmetology - CO12 Advisor
Hair Designer - HD21 Advisor

**Loving, Dr. Chassitty**
*Biology Program Coordinator*
(229) 333-2100 ext. 5001

**Luke, Alesha**
*Medical Assisting Instructor*
(229) 333-2100, ext. 2664

Medical Assisting - MA22 Advisor
Medical Assisting - MA23 Advisor

**Mason, Rene**
*Early Childhood Care & Education Instructor, GaTAPP Instructor*
Office: Lowndes Hall, Room 7275 (229) 333-2100 ext. 2127

Early Childhood Care/Education - EC13 Advisor
Early Childhood Program Administration - ECP1 Advisor
Child Development Specialist - CD61 Advisor
Early Childhood Care/Education - ECC2 Advisor
GaTAPP Early Childhood Education Precertification - GEC1 Advisor

**Merritt, Ashley**
*Diesel Mechanics Instructor*

Diesel Truck Maintenance Technician- DTM1 Advisor

**Musgrove, Stacey**
*Practical Nursing Instructor*
(229) 549-7368 ext. 3101

Practical Nursing - PN12 Advisor

**Nash, Dora**
*Associate of Science Nursing Instructor*
(229) 333-2100 ext. 2041

Nursing - ND73 Advisor

**Norman, Donna**
*Mathematics Instructor*
(229) 468-2084

**Paschal, Shaneka**
*Cosmetology Instructor*
(229) 333-2100 ext 2051

Cosmetology - CO12 Advisor
Hair Designer - HD21 Advisor

**Patten, John**
*Digital Information Media Technology Instructor*
(229) 333-2100 ext. 3076

Design and Media Production Technology - DAM3 (Effective Fall 2020) Advisor
Digital Media Technology (TV) - DMT2 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE FALL 2019) Advisor
Digital Media Technology (TV) - DMT3 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE FALL 2019) Advisor

**Phillips, Kelly**
*Practical Nursing Instructor*
(229) 333-2100, ext. 2663

Practical Nursing - PN12 Advisor

**Pitts, Mitchell**
*Culinary Arts Instructor*
(229) 333-2100 ext. 2128

Culinary Arts - CA43 Advisor
Culinary Arts - CA44 Advisor

**Ponder, Mark**
*EMS/Paramedicine Instructor*
(229) 259-5541

Emergency Medical PreParamedic - EG71 Advisor
Paramedicine - PT12 Advisor
Paramedicine - PT13 Advisor

**Powell, Andy**
*Computer Information System Technology Programming Instructor*
(229) 333-2100 ext. 3083

Computer Programming - CP23 Advisor
Computer Programming - CP24 Advisor

**Ray, Jennifer**
*Radiologic Technology Program Coordinator*
(229) 245-2461

Radiologic Technology - RT23 Advisor

**Rewis, Wally**
*Area Director--Technical & Industrial*
(229) 333-2113

Gas Tungsten Arc Welder - GTA1 Advisor
Advanced Shielded Metal Arc Welder - OSM1 Advisor
Welding & Joining Technology - WAJ2 Advisor

**Ridley, Darlene**
*Director of Nursing*
(229) 333-2100 ext. 3084

Nursing - ND73 Advisor

**Robertson, Sara**
*Allied Health Core, Phlebotomy, and PCA Program Coordinator*
(229) 333-2100, ext 3033

Phlebotomy Technician - PT21 Advisor
Patient Care Assistant - PC21 Advisor

**Ross, Paula**
*Dental Assisting Clinical Instructor*
(229) 333-2100 ext. 3064

**Sali-Carter, Dimple**
*Patient Care Assisting & Allied Health Core Instructor*
(229) 333-2100 ext. 3009

**Seeman, Robert**
*Commercial Truck Driving Instructor*
(229) 333-2100 ext. 3092

Commercial Truck Driving - CT61 Advisor

**Simmons, Melanie**
*Patient Care Assisting & Allied Health Core Instructor*
(229) 468-2000, ext. 2047

**Smith, Greta**
*Criminal Justice Instructor*
(912) 389-4303 ext. 2247

Criminal Justice Technology - CJT3 Advisor
Criminal Justice Technology - CJT2 Advisor
Criminal Justice Specialist - CJ21 Advisor

**Smith, Songelyn**
*Early Childhood Care & Education Instructor*
(912) 389-4303 ext. 2057

Early Childhood Care/Education - EC13 Advisor
Early Childhood Program Administration - ECP1 Advisor
Child Development Specialist - CD61 Advisor
Early Childhood Care/Education - ECC2 Advisor

**Strickland, Sean**
*Computer Information Systems Instructor*
(229) 333-2100 ext. 3082

Cybersecurity - IS81 Advisor
Cybersecurity - IS23 Advisor
Cybersecurity - IS12 Advisor

**Strickler, James**
*Political Science Instructor*
(229) 333-2100 ext. 3051

**Tatham, Shawn**
*EMS/Paramedic/Fire Science Program Coordinator*
(229) 333-2100, ext. 3110

Emergency Medical PreParamedic - EG71 Advisor
Paramedicine - PT12 Advisor
Paramedicine - PT13 Advisor

**Taylor, Phillip**
*Industrial Systems Technology Instructor*
(912) 389-4303 ext. 2211

Electrical Technician - ET51 Advisor
Electrical Systems Technology - ES12 (NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SPRING 2019) Advisor
Industrial Systems Technology - IST4 Advisor
Electrical Maintenance Technician - EM81 Advisor

**Tillman, Kayla**
*Business Education Instructor*
(229) 468-2207

Quality Assurance Professional - QA21 Advisor
Quality Assurance Specialist -QA31 Advisor
Accounting - AC13 Advisor
Business Management - MD13 Advisor
Accounting - AC12 Advisor
Business Management - MD12 Advisor

**Tisby, Valerie**
*Early Childhood Care & Education Instructor*
(229) 468-2000 ext. 2259

Early Childhood Care/Education - EC13 Advisor
Early Childhood Program Administration - ECP1 Advisor
Child Development Specialist - CD61 Advisor
Early Childhood Care/Education - ECC2 Advisor

**Trowell, Terri**
*Radiology Technology Clinical Coordinator*
(229) 333-2100 ext. 6105

Radiologic Technology - RT23 Advisor

**Tucker, Rebekah**
*Patient Care Assisting Program Coordinator*
229-333-2100 ext. 3073

**Turner, Kyla**
*Patient Care Assisting & Allied Health Core Instructor*
(229) 333-2100, ext. 3028

**Van Hook, Stevan**
*Director of Practical Nursing*
(229) 333-2100 ext. 6494

**Vickers, Drew**
*Department Chair for Technical Education/Industrial and Electrical Systems Program Coordinator*
(229) 259-5193 ext. 3032

Commercial Electrical Construction Technology - CEC3 Advisor
Commercial Electrical Construction Technology - CEC2 Advisor
Industrial Systems Technology - IST4 Advisor
Electrical Maintenance Technician - EM81 Advisor

**Walker, Autresa**
*Medical Assisting Program Coordinator*
(229) 468-2215

Medical Assisting - MA22 Advisor
Medical Assisting - MA23 Advisor

**Watkins, Alison**
*Area Director--Business Technology, Accounting, and Education Services*
(229) 333-2100 ext. 3052

Technical Specialist - TC31 Advisor
Business Technology - BA23 Advisor
Business Technology - BA22 Advisor

**Watson, Katy**
*Assistant Dean for Academic Affairs*
Office: Berrien Hall, Room 212 (229) 333-2100 ext. 3077

**Watson, Scott**
*Air Conditioning Technology Instructor*
(229) 468-2212

Air Conditioning Technology - ACT2 Advisor
Air Conditioning Repair Specialist - ACY1 Advisor

**Watts, Kerry**
*Environmental Horticulture Program Coordinator*
(229) 249-2662

Landscape Specialist - LS11 Advisor
Horticulture - EH13 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020 Advisor
Horticulture - EH12 NO LONGER ACCEPTING NEW STUDENTS EFFECTIVE SUMMER 2020 Advisor

**Whitesell, Erin**
*Radiology Technology Clinical Instructor*
(229) 333-2100 ext. 3071

Radiologic Technician Assistant - RT21 Advisor

**Wiesner, Jack**
*Economics Instructor*
(229) 333-2100 ext. 3094

**Wiggins, Kenya**
*Sociology Instructor*
(229) 293-3030

**Wilcox, Tabitha**
*Cosmetology Program Coordinator*
229-333-2104 ext. 3026

Cosmetology - CO12 Advisor
Hair Designer - HD21 Advisor

**Wills, Hunter**
*Culinary Arts Instructor*
(229) 333-2100 ext. 2112

Culinary Arts - CA43 Advisor
Culinary Arts - CA44 Advisor

**Woodward, Sandi**
*Director of Dental Programs*
(229) 333-2100 ext. 5533

Dental Assisting - DA12 Advisor
Dental Hygiene - DH13 Advisor

**Young, Adrienne**
*Practical Nursing Instructor*
(229) 468-2039

Practical Nursing - PN12 Advisor

The information in this College Catalog and Student Handbook accurately reflects current policies and procedures at the time of publication. Students are admitted to the College under and are subject to the provisions of the WGTC Catalog and Student Handbooks for the term they initially enroll. Students in all programs are admitted under and are subject to the provisions of the College Catalog and Student Handbook and applicable addendums for the term they are admitted to the program at Wiregrass Georgia Technical College. If for any reason a break in enrollment occurs, students must reapply and satisfy the College Catalog and Student Handbook requirements for the term of their re-entry to any program. The provisions of this catalog are not to be regarded as an irrevocable contract between Wiregrass Georgia Technical College and the student. The College reserves the right to change any provision or requirement at any time.