Welcome to

As president of South Georgia Technical College, it is my pleasure to welcome you to our college and to our family.

As a long-standing technical education institution, we are committed to providing our local communities with services and programs that best fit the needs of our area. This includes expanding educational opportunities with new programs and spurring economic development through workforce development programs and continuing education.

This Handbook/Catalog will give you the information you need for a successful experience at South Georgia Tech. Be sure to thoroughly explore this informational booklet to find options available to you while you are a student at SGTC. Not only do we offer courses for degree and diploma programs, but we also offer an abundance of student activities, awards, and recognition programs which provide an exciting campus life!

The faculty and staff of South Georgia Technical College are ready to assist you in accomplishing the goals that you have set for your future. We look forward to having you as a student at South Georgia Tech, and I extend my best wishes to you for a rewarding future.

Sincerely,

Sparky Reeves
President
SCHOOL CALENDAR

Spring Semester 2014
1st Registration November 19
Open Registration January 6
1st Day of Class January 8
Class Ends May 1
Final Exams May 2, 5, 6
Holidays January 20 (MLK)
            March 10-14 (Spring Break)
Break May 7-14

Summer Session 2014
1st Registration April 10
Open Registration May 15
1st Day of Class May 19
Class Ends August 1
Final Exams August 4, 5
Holidays May 26 (Memorial Day)
            July 2-5 (Student Holidays)
Summer Break August 6-15

Fall Semester 2014
1st Registration July 15
Open Registration August 18
1st Day of Class August 20
Class Ends December 11
Final Exams December 12, 15, 16
Holidays September 1 (Labor Day)
            November 27-28 (Thanksgiving)
Break December 18-January 6, 2015
South Georgia Technical College

A unit of the Technical College System of Georgia

Main Campus
900 South GA Tech Parkway, Americus, Georgia 31709-8167
229.931.2394

Crisp County Center
402 North Midway Road, Cordele, Georgia 31015
229.271.4040

Instructional Service Center
South Georgia Tech has an agreement with the Department of Juvenile Justice
to operate an Instructional Service Center at the
Sumter County Youth Development Center (SCYDC),
300 McMath Mill Road, Americus, GA 31719
229.931.5800

While the provisions of this document will ordinarily be applied as stated, South Georgia Technical College reserves the right to change any provisions listed without actual notice to individual students. This includes, but is not limited to, entrance requirements and admissions procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, and the College’s calendar.

It is especially important that students know it is their responsibility to keep informed of all changes, including academic requirements for graduation. The current catalog is on SGTC’s website, www.southgatech.edu.

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

The three-fold purpose for publishing the Commission’s address and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution’s decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission’s office.

SGTC is Accredited by the Commission of the Council on Occupational Education. Contact the Commission of the Council on Occupational Education at 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 or call 770.396.3898 for questions about the accreditation of South Georgia Technical College.
State Board of Technical and Adult Education

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2nd Congressional District

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Monica Simmons
Andrea Thomas
Daniel L. Torbert
Rick Whaley
## Telephone Directory

229.931.2394 (Main Campus)
229.271.4040 (Crisp County Center)

For additional information, please address inquiries as follows:

(all area codes are 229)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
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<td>Admissions–Americus</td>
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<td>Library–Cordele</td>
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<td>President’s Office</td>
<td>931.2150</td>
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<td>Public Relations &amp; Marketing</td>
<td>931.2248</td>
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<td>SGTC Foundation</td>
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<td>Student Records/Transcripts</td>
<td>931.2252</td>
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<td>931.2622/2273</td>
</tr>
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If you have a disability and need this material in an accessible format, please notify the Americans with Disabilities Act (ADA) coordinator at South Georgia Technical College, 900 South GA Tech Parkway, Americus, Georgia 31709-8167, or call one of the following numbers:

ADA Coordinator: 229.931.2595
TDD Hearing Impaired: 229.931.2854
GENERAL INFORMATION

Location
South Georgia Technical College’s main campus is located in Sumter County. Located six miles northeast of Americus, the College is 135 miles south of Atlanta, between Highways 19 and 49 on South Georgia Tech Parkway. The campus includes 17 buildings on a 225-acre site and offers residential accommodations to students.

Mission Statement
As a member of the Technical College System of Georgia and a residential institution of higher education, it is the mission of South Georgia Technical College to prepare individuals for success in the workforce by providing accessible, high-quality associate of applied science degrees, diplomas, technical certificates of credit, and non-credit programs and services that support the needs of citizens, businesses, and industries within our service delivery area in Southwest Georgia.

Statement of Purpose
To realize the distinctiveness of its mission, SGTC is committed to:
• Providing a broad range of campus based and on-line instructional credit and non-credit programs that lead to an associate of applied science degree, diploma, or technical certificate of credit as well as non-credit course offerings and services which support workforce development
• Supporting learner success through quality student services
• Promoting economic development through partnerships with business, industry, government and local communities
• Providing accessible educational facilities and state-of-the-art equipment and technology
• Providing a qualified faculty and staff
• Providing administrative support through analysis, planning & budgeting

History
South Georgia Technical College was established in 1948 on 55 acres of land granted by the Federal Government. It was one of the first vocational schools established in the state of Georgia. Authorization for the school was set forth by the state legislature and the State Board of Education in 1944. The purpose of the school, then known as South Georgia Trade and Vocational School, was to provide vocational opportunities to citizens that would enable them to repay the state’s investment in the school. In February of 1948, the school began operation with six programs, ranging in length from six months to one year. Eventually, 300 additional acres were later added to the campus. In 1962, with the addition of technically-oriented programs, the name of the school was changed to South Georgia Technical and Vocational School.

Prior to 1958, most of the buildings and facilities on campus were
those constructed when the land was used as a military aviation field. The hangars which housed the Aircraft, Diesel, and Welding programs, were among those buildings. From 1958 to 1977, construction projects included four dormitories, a cafeteria, a gym, an administration building, and two classroom buildings. In 2000, the name of the institution was changed from South Georgia Technical Institute to South Georgia Technical College.

South Georgia Technical College is a unique residential facility, one of only two technical colleges in Georgia offering on-campus living accommodations. Campus life also includes a gymnasium, tennis courts, baseball/softball field, fish pond, and student center complete with recreational and exercise equipment. The College also has men’s and women’s basketball teams that are members of the National Junior College Athletic Association (NJCAA).

South Georgia Technical College offers a variety of associate of applied science degrees, diploma programs, and technical certificates of credit. In addition, continuing education classes, industry specific training, Quick Start, GED Classes, Adult Education programs, and other programs are offered to business and industry clients.

Crisp County Center

SGTC classes were first offered in Cordele at Crisp County High School in 1987. As interest grew among citizens and members of the business community, a concerted effort was made to expand the College’s presence. As a result, Crisp County gained its first post-secondary educational institution. Completed in 1999, the existing 75,000 square foot facility in Crisp County provides students access to modern classrooms and high-tech training labs. In addition, the Crisp County Center houses a library, bookstore, auditorium and student center. Along with associate degree, diploma, and certificate programs, other offerings include Learning Support, General Core, Adult Education, dual enrollment classes with Crisp County High School, and non-credit continuing education classes.

Accreditation/Licensure

South Georgia Technical College is accredited by the Commission of the Council on Occupational Education (COE) and the Southern Accreditation of Colleges and Schools—Commission on Colleges (SACS-COC). Aviation Maintenance, Avionics Maintenance, Practical Nursing, Cosmetology, and Barbering have achieved special professional certification as listed below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Certification Agency</th>
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<tr>
<td>Aviation Maintenance Technology</td>
<td>Federal Aviation Administration (FAA)</td>
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<td>Avionics Maintenance Technology</td>
<td>Federal Communication Commission (FCC)</td>
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<tr>
<td>Barbering</td>
<td>State Board of Barbers</td>
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<td>Cosmetology</td>
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<td>Practical Nursing</td>
<td>State Board of Examiners of Licensed Practical Nurses</td>
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Certain criminal offenses will prohibit a student from acquiring a license to become employed in field. For additional information, contact the Career
Counselor in the Odom Center on the main campus.

**Affiliations**

The South Georgia Tech chapters of Skills USA, Phi Beta Lambda, and the National Technical Honor Society (NTHS) are affiliated with both the Georgia and National chapters of those organizations.

The curricula in all programs at the College operate under standards developed by the Technical College System of Georgia.

**Advisory Committees**

Each academic program of the College maintains contact with private industry through program advisory committees. A program advisory committee is a group of competent and respected business men and women of a specific craft who are interested in the school’s efforts to produce quality graduates.

Program advisory committees contribute substantially as consultants in meeting business and industry needs as they relate to job skills, job placement, and follow-up surveys of school graduates.

**Campus Safety**

Students and Faculty/Staff should have their South Georgia Tech identification cards available for verification at all times.

South Georgia Tech employs Campus Safety officers to enforce security rules and regulations including the Code of Conduct, Traffic and Parking Regulations. The special duty officers are employees of South Georgia Tech. The officers can issue traffic citations. Students and Faculty/Staff shall not interfere with the Campus Safety officers in the performance of their duties.

All emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors should be reported to Campus Safety.

In concurrence with public law 101.542, annual crime statistics are compiled and distributed to currently enrolled students and employees each term in the Flight Plan publication.

**Class Schedule**

Classes are generally scheduled between 8 a.m. and 10 p.m. Monday to Thursday and 8 a.m. to 4 p.m. on Friday. Day classes typically meet on a flexible basis from 8 a.m. to 4 p.m. Evening classes are generally scheduled from 5:00 p.m. to 10 p.m. These classes are held from one to five hours per day. Each term consists of a minimum of 75 class days or the equivalent.

Classes do not necessarily have to meet in the classroom or lab area that is assigned to the program. Instructors may schedule field trips or live work projects that will benefit the student. All students are expected to participate in projects as assigned by the instructor. Classes may include theory, laboratory, clinical, or field trips as part of instruction.

**Curriculum**

The curriculum of South Georgia Technical College is designed to meet the demands of business and industry locally, statewide and nationally in light of present and future job needs and trends.
**Faculty & Staff**

Faculty members of South Georgia Technical College are subject to certification standards which are equivalent to those required in other schools supported by public funds. Each faculty member is experienced in his/her respective field and maintains high standards of instruction.

**GED Testing/Classes**

GED preparation in all content areas is also available for those students desiring to obtain a GED diploma. All classes are free of charge. GED testing is available in Macon, Sumter and Crisp counties for a $95 fee for the entire test or $19.00 per section. For more information, call 229.931.2566, in Americus or 229.271.4040 in Cordele.

**Student Insurance**

Accident insurance is included for all students who pay an Accident Insurance Fee. In case of an accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents (accidental injury or death) as specified as follows:

- **College:** Coverage protects students while engaged in College activities during the entire term.
- **Traveling:** Traveling in a College furnished vehicle or chartered transportation going to or from a College sponsored activity.
- **On the College premises:** During the hours of the days when the College is in session or any other time while the student is required to participate in a College-sponsored activity (not as a spectator); and
- **Away from the College premises:** As a member of a supervised group participating in a College-sponsored activity requiring the attendance of the student (not as a spectator).

**Student Handbook/Catalog**

During orientation each student is advised that the student handbook/catalog is located on the SGTC website. The student handbook/catalog has detailed information on school objectives, services, policies, and regulations. It is revised as the need arises. The most current version of the handbook is posted on the web site, www.southgatech.edu.

**Student Status**

The normal rate of progress through a program is established by the program length in the program specific standard and program guide. Full-time student status is obtained by registering for a minimum of twelve (12) or more credits for a program per term. However, considerably more credits must be taken per term to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per term may enhance scheduling difficulties and further delay graduation. It is strongly recommended that students adhere closely to their advisors’ recommended course load per term.
**Technical Education Guarantee (Warranty Statement)**

The Technical College System of Georgia (TCSG) has developed curriculum standards with the direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program. These standards allow Georgia’s technical colleges to offer their business partners this guarantee:

“If one of our graduates, who was educated under a standard program, and his or her employer agree that the employee is deficient in one or more competencies as defined in the standards, South Georgia Technical College will retrain that employee at no instructional cost to the employee or employer.”

This guarantee applies to all graduates of SGTC who are employed in the field of their training. It is in effect for a period of two years after graduation.

**Visits and Tours**

South Georgia Technical College encourages citizens to visit our campuses. Prospective students are invited to visit the campuses individually, with parents or friends, or in groups. It is requested that sponsors of large (12 or more) groups coordinate their visits with the Student Affairs staff. All visitors must report to the Student Affairs office in the Odom Center, or to the front desk when visiting the Crisp County Campus.

**Non-Credit Courses**

Non-credit courses, such as workshops and seminars, are designed to meet the needs of residents, businesses, industries, and agencies that are not met through diploma, degree, or certificate programs. The courses vary in length, depending upon the objectives of the course. A course can be started whenever the need arises, but many are offered on a term basis. Bulletins are published and distributed on a term basis. Fees are charged on a cost-recovery basis. Please see the Economic Development section for more information.

**Main Campus**
900 South Georgia Tech Parkway
Americus, GA 31709-8167
229.931.2394

**Crisp County Center**
402 N. Midway Road
Cordele, GA 31035
229.271.4040

**Course Numbering**

Courses numbered 0090-0099 are Learning Support courses and do not carry credit toward graduation. General Core courses numbered 1000-1099 are diploma courses and carry credit toward graduation, as do courses numbered 1100-2999 which are associate degree courses. Occupational courses are numbered 100-299 or 1000-2999* (advanced level courses may begin with a 200 or 2000 number code).

*Beginning January 2009, new courses and current occupational courses undergoing revisions as part of the TCSG revision process will be assigned four-digit numbers.
Statement of Understanding

South Georgia Technical College makes no guarantee of transferability of degree, diploma program, or Technical Certificates of Credit to other institutions.
ASSURANCES

SOUTH GEORGIA TECHNICAL COLLEGE
South Georgia Technical College is operated under the supervision of the Technical College System of Georgia.

Ron Jackson, Commissioner
Technical College System of Georgia

Joe Yarbrough, Chairperson
Department of Technical and Adult Education State Board

STATEMENT OF NON-DISCRIMINATION AND COMPLIANCE
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 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX – Janice W. Davis, Odom Center, Room 120, 229.931.2132 (Hearing Impaired) 229.931.2854

Section 504 – LaKenya Johnson, Odom Center, Room 200, 229.931.2595, (Hearing Impaired) 229.931.2854

ADA – LaKenya Johnson, Odom Center, Room 200, 931.2595 (Hearing Impaired) 229.931.2854

Sexual Harassment – Janice W. Davis, Odom Center, Room 120, 229.931.2132, (Hearing Impaired) 229.931.2854

Confidentiality of Student Records
This College is covered by the Family Educational Rights and Privacy Act (FERPA) of 1974, which is designed to protect the student’s rights with regard to educational records maintained by the College. Under this Act, a student has the right to inspect and review education records maintained by the College that pertain to the student, the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation
of privacy or other rights, and the right to control disclosures from the education record with certain exceptions. A written policy detailing how South Georgia Technical College complies with the provisions of the Act may be found on page 32 in the Student Handbook/Catalog.

**Drug-Free School Statement**

The possession or transfer of marijuana, crack and other mind-altering drugs is illegal under both federal and state laws. Most first offenses are felonies and punishable by incarceration from two to ten years, fines up to $2,000 and the loss of certain civil rights. The penalty for subsequent offenses is a felony punishable by imprisonment for a period of not less than ten years, with a possible life sentence at the discretion of the judge.

Agents of the federal and state government are engaged in investigations on a continuing basis throughout Georgia. The law requires that when a felony is committed, the civil authorities shall handle the situation rather than the College’s authorities. The College will cooperate with the civil authorities.

Therefore, it is the policy of South Georgia Technical College to create a drug-free campus. State and Federal legislation mandate this action. Students will be suspended if drug laws and/or school policies are violated. There are extremely dangerous health risks associated with the use of illicit drugs and from abuse of alcohol. The Office of Student Affairs at South Georgia Technical College is prepared to offer information, assistance, and referral to other agencies to students needing assistance with any drug or alcohol-related problems.
ADMISSIONS

Anyone desiring an Application for Admission or information concerning programs offered by South Georgia Tech should contact:

Office of Student Affairs
SGTC—Main Campus
900 South GA Tech Parkway
Americus, GA 31709-8167
(229) 931.2273 or 931.2394

Office of Student Affairs
SGTC—Crisp County Center
402 North Midway Road
Cordele, GA 31015
(229) 271.4051 or 271.4053

Or, visit www.southgatech.edu.

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

• Be nondiscriminatory to any eligible applicant regardless of race, color, national origin, sex, disability, religion, age or marital status;
• Increase the prospective student’s opportunities;
• Guide the implementation of all activities related to admission to South Georgia Tech and its programs, to student financial aid, and to the recruitment, placement and retention of students; and
• Complement the instructional programs of SGTC.

Admissions Procedures
To apply for admission to South Georgia Technical College, submit a completed application along with a $20, one-time, nonrefundable fee. If the application is mailed, send a check or money order payable to SGTC. If entering a credit program which requires a high school transcript or GED, submit an official high school transcript or GED scores along with any other specific documentation required.

After submitting an application, the applicant may be required to take the placement exam. The placement exam may be waived if the student has completed acceptable college or technical college credit with grades of “C” in English and math courses or has SAT scores of 400 Math and 430 Critical Reading for diploma, or 440 Math and 450 Critical Reading for degree; or ACT scores of 13 Reading, 12 English, and 17 Math for diploma, or 17 Reading, 16 English, and 19 Math for degree; or has acceptable ASSET/COMPASS scores taken within the last five years. Prospective students will also need to complete the Free Application for Federal Student Aid (FAFSA) in order to qualify for financial aid. Once accepted by the Admissions Office, the student will be given a date and time to report for orientation and registration.
Procedures for admission:
1. Complete an application.
2. Pay a one-time non-refundable application fee of $20.
3. Submit official high school/GED/college transcript(s).
4. Provide proof of residency and picture ID.
5. Receive an appointment to take the placement test.
6. Take the placement test as scheduled (contact the Admissions Office if there is a conflict and reschedule testing).
7. Receive results from admissions personnel.
8. Applicant is accepted for admission when all requirements are met.
10. Report for orientation and registration.

Admissions Requirements

- **AGE**: Students applying for admission must be 16 years or older. Practical Nursing and Medical Assisting applicants must be 17 years or older. Students must be 21 or older to enroll in Commercial Truck Driving.
- **EDUCATION**: A high school diploma or its equivalent is required for entry into most programs. Applicants having less than a high school diploma may be admitted on a conditional basis into certain programs provided they demonstrate an ability to benefit from training. All students, however, must earn a high school diploma or GED prior to receiving a diploma from South Georgia Tech. All persons will be offered the opportunity to receive remedial instruction, if required.
- **DOCUMENTATION OF HIGH SCHOOL DIPLOMA OR GED**: An official transcript from the last high school attended and all postsecondary schools is requested of all students. Certificates of Attendance or Special Education diplomas are not recognized for admissions purposes. Evidence of high school graduation or its equivalent (GED) is mandatory for enrollment in many programs at SGTC. For details, please call for individual program specifics.
- **HOMESCHOoled STUDents**: Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:
  - Submit a letter from the local superintendent’s office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent’s office on a monthly basis as required by O.C.G.A. § 20-2-690.
  -Submit annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years. The final progress report should include the graduation date.
  - Regular admission scores on COMPASS or ASSET for the program in which the student wishes to enroll.
- **PLACEMENT TEST**: The applicant must make qualifying scores on the
placement test for the course of training that he/she has chosen. Students may also be admitted on the basis of acceptable SAT or ACT scores. Reasonable accommodations are made during testing for those who need them. The examiner should be notified prior to testing if special accommodations are needed.

- **HEALTH:** Applicants must be physically able to attend college. In some programs, a student who has a physical condition that would limit participation in a class/lab should provide the instructor(s) and the Special Services and Disabilities Coordinator with a written statement indicating the student’s ability to perform all class/lab requirements.

- **APPLICATIONS AND ACCEPTANCE:** Applications are processed and the names of applicants are placed on a list for programs on a first-come, first-served basis, except in competitive admissions programs. Because of the increasing demand for technical training, the chances of being accepted in the desired program are better if a student applies early.

  The student’s name is placed on the list for programs for the next available term when these items are in the student’s file:
  1. Signed application
  2. Acceptable placement test scores
  3. Transcript(s) from last high school attended and any post-secondary school(s) attended or GED documentation.

### Types of Program Admission

**Regular Admission**

1. Regular admission of students to a diploma or degree program is contingent upon their meeting college admissions requirements established for that specific program and upon their proper completion of application, assessment, and placement procedures.

2. Regular admission of transfer students to a diploma or degree program is contingent upon proper completion of application and related procedures.

Regular admission of a student to a Technical Certificate of Credit Program is based upon the admission requirements for that particular program.

**Provisional Admission**

Provisional admission of students to a degree program or a diploma program is based on an evaluation of test scores and other admissions file data by admission officers and upon proper completion of application procedures. Provisionally-admitted students will take Learning Support courses as designated in the program-specific standards.

All degree or diploma program students initially admitted on a provisional basis must meet regular admissions requirements for that program within twelve (12) months. Students who drop provisional classes will be withdrawn from school.
Admissions

Students are not admitted on a provisional basis into Practical Nursing, Medical Assisting, Barbering, Cosmetology, Commercial Truck Driving, Heavy Equipment Dealer Service Technology, or any technical certificate of credit program.

Learning Support Admission
A student is granted Learning Support status when he/she does not meet the regular or provisional admissions requirements. Students classified in this category are eligible to enroll in Learning Support classes only. The amount of time spent in Learning Support depends on the individual student’s needs and progress made.

Special Student Admission
The Special Student admissions category is designed to be an admissions method for non-diploma seeking students who desire credit for the coursework which they may complete. Special admission status must be approved by the Director of Admissions.

A student may obtain a maximum of 15 credit hours while in this status. Special status students may request that their status be changed to regular diploma seeking before or upon reaching the maximum 15 credit hours permitted in the special category. The student must pass the placement test to become a regular student or successfully complete the designated English or math class for his/her desired program.

Transient Admission
A student may be permitted to enroll as a transient student on a space available basis in order to complete work to be transferred to a home college. A student from another college wishing to take a traditional class at SGTC should apply for transient status at his/her home school. An application marked “Transient” should be sent to SGTC along with the application fee. The home school approves or disapproves the transient status and will forward a transient agreement for those students approved. A transient student should be advised by his or her home college advisor concerning recommended courses.

An SGTC student wishing to take a traditional class at another college is required to complete a Transient Request form located in the admissions office. A student must be in good standing, must have regular admitted status, must not have holds place on their account, and the courses they are applying for must be in their curriculum. Once approved by the Registrar and Financial Aid Director, a transient agreement will be sent to the host school. The student is responsible for applying and paying all application fees to the host school. Student may not be a beginning (first term) student. Transient students may not take classes at another institution that are currently offered at their home school.

An SGTC student wishing to take an online class at another college should apply for transient status through GVTC and follow the online procedures. Students must meet the same requirements as stated above. Please see the paragraph below for SGTC online procedures for more information.
Online (GVTC) Admission

SGTC offers courses online through the Georgia Virtual Technical Connection. Persons interested in enrolling in online classes should go to www.southgatech.edu and click on Online Learning to review the Student Information Page for online learning. Students who have completed admissions requirements may register for an online course through their program advisor after verifying the hardware/software requirements and viewing all the information under online learning on the SGTC website. Contact the Admissions Office for an application or you may apply online. For more information regarding online courses, contact the Distance Education Coordinator at (229) 931-2370.

International Students

Applicants to South Georgia Technical College from foreign countries who need issuance of an I-20M or I-20F to obtain a student VISA must:

1. Submit an application for admissions with the one-time, non-refundable $20 (US dollars) application fee.
2. Submit an official English translated high school transcript which has been evaluated by an outside agency showing that the requirements of the secondary institution have been met.
3. Have acceptable scores on SAT, ACT, or Compass Exam and/or TOEFL (Test of English as a Foreign Language). Proficiency in English is required for acceptance.
4. Submit a certified statement that finances are available to cover the year’s educational expenses. For more information regarding F-1 and/or M-1 I-20’s, please refer to http://www.ice.gov/sevis.

Admission of Special Needs Students

Within a framework of personal guidance and evaluation, special services are provided for the disadvantaged and/or disabled student. These services include aiding students in setting realistic goals, placement assistance, and suggesting community service agencies for additional assistance.

Rehabilitation Services

Rehabilitation Services provides assistance to qualified students who have physical, mental, or emotional disabilities. Application is made through the local office of the Department of Labor Vocational Rehabilitation Program.

Competitive Admission

Due to the large number of applicants for the Practical Nursing Program, effective May 4, 1994, South Georgia Tech implemented a competitive admissions process for entrance into the Practical Nursing program.

In order to compete for the LPN program, students must complete the following five courses: college-level English, college-level math, Psychology, Anatomy and Physiology, and Introduction to Computers. Students must then take TEAS V test and score a minimum of 50% (Basic Level). The students with the highest GPAs are the ones accepted to the program. In the event of a GPA tie, the student with the highest TEAS V score will be accepted.

Effective June 20, 1995, SGTC implemented a competitive admissions
process for 2nd-5th terms entrance in the Practical Nursing program. An individual is evaluated based upon his/her numeric score (100 possible points) on a competency-based written examination. The individuals with the highest scores will be accepted to fill the available places for the next program entrance date.

Other programs which have a large number of applicants may consider a competitive admissions process for the future.

**HIGH SCHOOL INITIATIVES**

SGTC’s high school programs provide an opportunity for high school students to receive postsecondary instruction and possible advanced placement into their program of choice. High school students in SGTC’s service area have five opportunities to participate in seamless education with the ACCEL Program, Dual Enrollment HOPE Program, Joint Enrollment Program, and Technical Advanced Placement (TAP).

**ACCEL Program**

ACCEL gives Georgia high school juniors and seniors an opportunity to enroll in college and take college coursework. Credit for the coursework, if completed satisfactorily, is applied toward the student’s high school course requirements and toward a college degree program. To be eligible for ACCEL, a student must meet all Georgia and U.S. citizenship requirements for HOPE Program eligibility. Residency and citizenship eligibility will be determined by South Georgia Technical College.

Courses must be in one of the five College Preparatory Course areas: English/Language Arts, Mathematics, Science, Social Science, and Foreign Language. A complete, approved course listing can be found on the Georgia Student Finance Commission website at www.gsfc.org, or call 1-800-505-GSFC.

ACCEL is not available during the summer term. The ACCEL Program is administered by the Georgia Student Finance Commission.

**Dual Enrollment Hope Program**

Through the Dual Enrollment Hope Program (for diplomas and/or technical certificates of credit) postsecondary educational opportunities are provided to Georgia students who are still in high school. A student must first meet the requirements of his/her local school system to establish eligibility for participation in any dual enrollment program with South Georgia Technical College. A student who successfully completes courses through this program can earn both high school Carnegie unit credit and South Georgia Technical College credit hours. Students should be on track for graduation and must meet all South Georgia Technical College admission requirements for the selected program of entry.

**Joint Enrollment Program**

The Joint Enrollment Program is available to Georgia high school juniors or seniors who wish to enroll in South Georgia Technical College courses for postsecondary credit only. The Georgia Student Finance Commission only
provides funding for joint enrollment diploma or certificate courses taken at public postsecondary institutions.

Students should be on track for graduation and must meet all South Georgia Technical College admissions requirements for the selected program of entry.

**Move On When Ready (MOWR)**
This dual enrollment program allows eligible high school juniors and seniors to work toward the completion of their Georgia High School diploma by enrolling full time in an eligible college or university or public technical college—like South Georgia Technical College—to earn both high school and college credit simultaneously.

MOWR students will not be required to pay tuition and fees out of pocket or through the state’s HOPE grants and scholarships. Instead, Georgia Department of Education funding will cover these costs. Books, transportation, and other incidental costs will be the responsibility of the student and his or her parent/guardian.

To be eligible for MOWR, students must meet entrance requirements for South Georgia Technical College, and must complete advisement with his or her high school counselor and a college advisor.

**Technical Advanced Placement (TAP)**
TAP allows students the opportunity to receive technical college credits for selected courses taken while in high school. TAP status can be earned at South Georgia Technical College by transferring high school coursework into a selected career major at South Georgia Technical College.

To receive credit a student must:
- Complete the eligible high school course(s) with a passing grade
- Submit high school transcript to SGTC
- Meet the admissions requirements at SGTC
- Request to take a SGTC exemption test(s) and score a 70 or above
- Enroll at SGTC within two years of high school graduation

Americus Sumter High School, Crisp County High School, Macon County High School, Schley County High School, Marion County High School, and Webster County High School participate in the TAP Program at SGTC. Students entering SGTC from other Georgia high schools can submit high school transcripts to be reviewed for TAP credits as well. For more information on the programs above, call (229) 931-5161.
ACADEMIC REGULATIONS

The Semester System
The Technical College year is divided into two periods of approximately 15 weeks each, known as the Fall and Spring Semester, and a Summer term of approximately 10 weeks. New courses are begun each term; hence, it is possible for students to enter the Technical College at the beginning of any semester or term.

Semester Hours Of Credit
Credit in courses is expressed in semester hours. A semester hour of credit represents not less than:
1. One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or
2. At least an equivalent amount of work as required outline 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.

Registration
Registration for classes is held before the beginning of each term. Students are notified of these dates. During the registration period, students must see their advisors for assistance in completing class schedules and must go to the Business Office/Financial Aid Office to take care of tuition and fees. New students are notified by mail to register on specific dates.

Academic Advisement
Academic advisors are assigned to new students. Advisors assist students in making course selections and planning their overall programs of study.

Change of Program (Diploma to Degree)
A student who desires to change from diploma status to degree status should consult with his or her program advisor. The Change of Program form, which can be obtained in the Student Affairs office, must be completed and the student must meet degree admissions requirements. Changes must be made prior to the effective term. The student must also consult with the Financial Aid Office about the change.

Program Transfer
Students who transfer from one diploma/degree/certificate program to another diploma/degree/certificate program within the College will be given full credit for all courses common to both programs. The procedure for a transfer to another program is as follows:
1. Complete a Change of Program form in the Student Affairs Office.
2. Meet all admission requirements for the new program.
3. Have change approved by the Director of Admissions.
4. The student must inform the Financial Aid Office of the change.
Full-Time
Students must register for 12 or more credit hours to be considered full-time and to receive financial aid as a full-time student.

Grade Reporting
Grade reporting will be completed immediately following the end of each term. Students may view their grades through the Banner Web system. The following grading system is in effect at South Georgia Tech.

\[
\begin{align*}
A &= 90 - 100 = 4 \text{ Quality Points} \\
B &= 80 - 89 = 3 \text{ Quality Points} \\
C &= 70 - 79 = 2 \text{ Quality Points} \\
D &= 60 - 69 = 1 \text{ Quality Point} \\
F &= 0 - 59 = 0 \text{ Quality Points} \\
I &= \text{Incomplete} \\
EX &= \text{Exempt (Not Computed in Quality Point Average)} \\
IP &= \text{In Progress} \\
TR &= \text{Transfer Credit (Not Computed in Quality Point Average)} \\
WF &= \text{Withdrew Failing} = 0 \text{ Quality Points} \\
&\quad \text{(Computed in Quality Point Average)} \\
WP &= \text{Withdrew Passing (Not Computed in Quality Point Average)} \\
W &= \text{Withdrew Class} \\
&\quad \text{(Not Computed in Quality Point Average)} \\
AU &= \text{Audited} \\
AC &= \text{Articulation}
\end{align*}
\]

Learning Support courses are graded on an A* through F* scale instead of S and U grades. These grades are not used in calculating a student’s grade point average.

An “I” assigned at the end of the semester must be removed by mid-term (38th class day) of the following term. If the “I” is not removed, the grade will be changed to an “F”.

The grade point average is computed by multiplying the credit hours assigned a course by the quality points earned. The sum of the quality points divided by the total number of credit hours attempted produces the grade point average. This average is printed at the bottom of each quarterly grade report. Only grades of C (70) or higher will count toward graduation. A grade of D (60-69) is not passing and the course must be repeated in order to receive credit.

Graduation Grade Point Average
The graduation grade point average is calculated using only those courses required for graduation. (For example, if a student took classes in Welding, but is graduating in Cosmetology, then the Welding classes are not calculated in the GPA for graduation.) A 2.00 GPA is needed for graduation.

The Semester Grade Point Average
The semester GPA is that average calculated based on all credit courses taken each term. The semester grade point average is used for determining the President’s List.
The Cumulative Grade Point Average
The cumulative GPA is that grade point average calculated on all attempts at all credit courses taken at the institution. It is recalculated after each term to include the current term’s grade(s).
Neither transfer credit (from another institution) nor Exemption credit (earned at SGTC) are calculated in the GPA. Work ethics grades are not used in calculating GPA.

Academic Probation and Termination
Academic probation is a warning to the student that an improvement in grades must be made to remain as a student of SGTC.
A student who does not maintain a 2.00 Grade Point Average (GPA) for all courses taken during a term will be placed on academic probation. A student placed on academic probation must earn a 2.00 GPA the following term to remain enrolled. A student who does not meet the GPA of 2.00 at the end of the term while on academic probation will be terminated from school for one term. When the student returns after the term of academic suspension, he/she remains on probation and must successfully complete that term with a 2.00 GPA.
Students are notified of the academic status by their termly grade reports on Banner Web.

Work Ethics
A Work Ethics grade (0,1,2 or 3) will be given each term for all credit courses. The term’s Work Ethics grades, which remain separate from academic grades, will not affect the academic grade point average (GPA) of a student. The Work Ethics grade(s) can be viewed on the grade report through the BannerWeb system.
Evaluation of student work ethics uses a rating scale based upon a definition of the expected behavior of a good employee. Points are assigned to evaluate work ethics traits as follows:

- **Exceeds Expectations** = 3 points
- **Meets Expectations** = 2 points
- **Needs Improvement** = 1 point
- **Unacceptable** = 0 points

The Work Ethics grade is designed to evaluate and encourage good work habits. Performance factors and indicators include, but are not limited to, quality of work, ability to follow instructions, productivity, dependability, honesty, reliability, attendance and punctuality, attitude, integrity, enthusiasm, interpersonal skills, and initiative.

Academic Honesty
SGTC is strongly committed to maintaining and developing a high standard of work ethic. For this reason, the College condemns academic dishonesty, including, but not limited to the following: cheating, plagiarism or other appropriation of other’s work as your own, and falsifying records or assignments.
Discipline for academic dishonesty involving work in a specific course shall be determined by the instructor of that course. The discipline may include failure of the assignment or project, or it may include failure of the course.

Academic Freedom Policy and Procedure

A. Policy: South Georgia Technical College supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom regarding discussion of their course information. Caution must be used not to introduce ideas and materials unrelated to the course. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline, when speaking or writing as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution. The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.

B. Procedure: South Georgia Technical College supports the concept of academic freedom. Faculty and students are free to cultivate a spirit of inquiry and scholarly criticism in the classroom. Faculty and students are able to examine ideas in a learning atmosphere of freedom and confidence.

To ensure academic freedom, any faculty member who believes his/her academic freedom has been violated may follow the Employee Grievance Procedure outlined in the Employee Handbook. Any student who believes his/her academic freedom has been violated may follow the Grievance Appeal Procedure for students outlined in the Student Handbook and Catalog.

Grade Appeal Procedure

Students have the right to question any grade he/she feels is unjust. All questions must be directed to the instructor involved. The instructor should provide an adequate explanation and documentation (if applicable) for the grade received. A conference form (or other proper documentation) should be completed, signed by the student and the instructor, and placed in the student’s file in the instructor’s office.

If a student is not satisfied with the results reached in the above procedure, he/she may appeal as follows no later than the last day of class of the following term:
1. Submit, in writing, a complete description of the complaint to the Dean for Academic Affairs, Room 101, Odom Center. Within fifteen (15) working days, the Dean for Academic Affairs shall investigate the grievance. The results and recommendations of the investigation will be reported, in writing, to the student, the instructor, and the Vice President for Academic Affairs; a copy of the results will also be filed in the student’s folder in the instructor’s office and in the Registrar’s Office. Crisp County Center (CCC) students will submit appeals to the Vice President of Operations at the CCC.

2. If satisfactory results are not reached when the above steps have been taken, the student may submit, in writing within five working days, a complete description of the complaint to the Vice President for Academic Affairs, Room 104, Odom Center. Within fifteen (15) working days, the Vice President for Academic Affairs shall investigate the grievance. The results and recommendations of the investigation will be reported, in writing, to the student, the instructor, and the Dean for Academic Affairs; a copy of the results will also be filed in the student’s folder in the instructor’s office and in the Registrar’s office.

3. If the student does not agree with the decision of the Vice President for Academic Affairs, the decision may be appealed within five working days to the President, Pope Center Room 116. The President has 15 working days to respond. The decision of the President is final.

President’s List
To qualify for the President’s List, a student must be enrolled for 12 or more credit hours, be a regular-admitted student, be in a diploma or degree program, and have a 4.00 GPA for that term’s work. The President’s List will be published in the SGTC Flight Plan.

Attendance Policy
Students enrolled in technical programs are preparing themselves for direct entry into the workforce. Employers state that the main quality sought in potential employees is dependability and punctuality. Because of the importance of student attendance records, students are expected to be present and prompt for all class sessions.

As adults, at times students may have reasons for being absent. However, attendance standards must be set in order for the student to meet the objectives of the training program in which the student is enrolled. Therefore, students may be subject to dismissal from school for excessive absences.

All classes will begin and end at the scheduled time. Students will be marked tardy for any class time missed up to 15 minutes. Three tardies will count as one hour’s absence. All class time missed longer than 15 minutes will be counted as a full hour.

A student who is absent ten percent of consecutive class meetings without approval from the instructor may be dropped from the roll. Absences beyond 10 percent of the scheduled class time per semester are considered to be excessive.
Any class work missed due to student absence without documentation may be made up at the discretion of the instructor; any disputes related to missed work should be directed to the Dean for Academic Affairs. With valid documentation, the student may make up all class work or tests missed. Each program has a specific attendance policy that will be explained to the students on the first day of class. Students may be requested to furnish documentation for absences.

Student dismissal for excessive absences will be based on recommendation from the instructor and will be the decision of the Dean for Academic Affairs.

**Dropping or Adding Courses/Withdrawal from School**

A change in a student’s schedule is not official until the drop/add form has been processed by the Registrar’s Office.

Classes dropped during the first three (3) instructional days of the term will not appear on the student’s official academic record and will receive a 100% refund. This is only for the first three instructional days of the term, not necessarily the first three days of the student’s individual class.

Students who withdraw or drop classes after the third instructional day will receive an appropriate W grade and shall receive no refund of tuition and fees. If a student receives a WF, that grade is averaged in the GPA as the equivalent of an F.

If the student should decide to withdraw from the College, the student should contact the program instructor to initiate withdrawal from college. The form is obtained from the Student Affairs Office. Following this procedure protects the student’s privileges of re-admission and transferring credits to another institution. Any student who withdraws from class(es) or from the College without submitting an official withdrawal form does so at the risk of having future registration privileges withdrawn and also forfeits any refunds that may be due. Students who officially withdraw from class(es) or the College may be entitled to a refund based on the refund policy.

**Auditing**

Students may be permitted to audit selected classes provided space is available (program enrolled students receive priority). Fees for auditing courses are the same as those required for credit class. Students are not permitted to change from audit to credit or from credit to audit after 10% of scheduled class time has elapsed. Students auditing classes are not required to take exams; however, the instructor may request that students demonstrate required knowledge before being allowed to perform certain tasks or to operate equipment. A grade of “AU” will be assigned to an audited class.

**Re-Admission**

Students dismissed or suspended from the College because of administrative action, absenteeism, or academic reasons may apply to re-enter at the beginning of any term following the dismissal or suspension period if appropriate classes can be arranged. Application to re-enter must be made through the Admissions office. Re-application does not guarantee
acceptance. If any student who has previously been enrolled in a program at SGTC and interrupts his/her attendance for one term then re-enrolls at the College, he/she will be required to complete the curriculum requirements in place at the time of re-enrollment.

**Advanced Placement**

South Georgia Technical College supports the concept of advanced placement. SGTC is aware that the equivalent to technical level learning may occur in a variety of settings. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within a diploma area.

Credit will be awarded when training experience corresponds closely with courses offered at South Georgia Technical College. The Registrar and Dean for Academic Affairs will evaluate each request and award credit when appropriate. A grade of “EX” will be posted on the student’s transcript to denote when credit is awarded. Exemption credit is not calculated in the grade point average.

**Institutional Exemption Exam**

South Georgia Technical College allows students to exempt classes by demonstrating thorough mastery of written and/or performance exams that have been developed by each program and adequately demonstrates achievement of the necessary competency level.

Each program has a published list of courses that can be exempted. These lists are available in the Academic Affairs Office.

A student may apply for exemption by completing the Institutional Exemption Exam form (see instructor or advisor). There is a per credit hour fee of 25% of tuition for the course to take the exemption exam, payable with the Institutional Exemption Exam Form. (Fee subject to change without notice.) No fee shall be charged to students taking an exam to validate articulated credit from high school.

The exemption exam for a particular class can be taken only once. A student must score an 80% or above for successful completion of the exam.

A student who enrolls in a course and receives a WF or a failing grade may not take the exemption exam for that specific course.

A grade of “EX” is assigned to an exempted course.

**Transfer Credit**

Transfer credit may be awarded for courses completed with a “C” or better from a college, university, or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Transfer credit may be awarded for military training or corporate courses where appropriate. There is no charge for transfer credit.

Students desiring transfer of credit must (1) furnish the Registrar with an official transcript from a college, university, or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education; (2) furnish a catalog or official course
description and/or syllabus if required; and (3) make a request to the Registrar for transfer credit.

The Registrar, in conjunction with the appropriate Dean for Academic Affairs, the Director of Curriculum, and involved program faculty member(s) when necessary, will evaluate all pertinent course information and award transfer credit when appropriate. SGTC reserves the right to test proficiency to verify mastery of current competencies for all coursework that is being considered for transfer. Transfer credit will be posted to the student’s transcript which is on file in the Student Affairs Office. Transfer credit will be indicated by the use of the letters “TR” and is not calculated in the grade point average.

Military Training Credit Policy
Credit may be awarded to students who have received training in the Armed Forces. Students requesting credit for Armed Forces’ training should submit a training certificate to the Registrar.

This training should be certified by the Guide to the Evaluation of Education Experience in the Armed Services, published by the American Council on Education or by the official Catalog of the Community College of the Air Force.

All students receiving educational benefits from the Veterans Administration must furnish a training certificate from any Armed Forces’ training and will be given credit for any class(es) which is required in their program of study at SGTC.

Transcript Request
Students desiring transcripts must direct their request, in writing, to the Registrar’s Office. All transcripts will include the entire academic record, and no partial or incomplete record will be issued as a transcript. Though transcripts are normally issued promptly, requests should be made several days before the document is required, particularly at the beginning or end of a term. The first transcript is free. Additional transcripts are $5 each, payable at the time of request. A transcript will not be issued when the record shows indebtedness to the College. This indebtedness may include, but is not limited to, fees for unreturned library books, parking fines, dorm damage, etc.

Forfeiture Of Credit
By registering for a course for which the student has already received credit, a student forfeits the previous credit in that course for graduation purposes. The student’s official grade in the class will be the one earned on repetition. Although both grades remain on the record and are computed in the cumulative Grade Point Average, only the final attempt will be calculated for the purpose of graduation requirements.

Graduation and Diploma Policy
All diploma or degree program students must achieve regular program admission status prior to applying for graduation. All students eligible for
graduation are encouraged to participate in the ceremony. This includes all students who have completed programs of study since the previous graduation. Graduates with a cumulative GPA of 3.90 or higher will be recognized at presidential honor graduates. Those graduates with a cumulative GPA of 3.70-3.89 will be recognized as honor graduates. Both presidential honor graduates and honor graduates will be recognized as honor graduates and will be given an honor stole to wear with their cap and gown at graduation exercises. Students with any incomplete graduation requirements will not be eligible to receive honors recognition.

Effective April 1992, a GED or high school diploma is required for graduation from any degree or diploma program at South Georgia Tech. In addition to a GED or high school diploma, to be eligible for graduation, each student must satisfactorily complete the program of study as outlined by each department. A graduation grade point average of at least 2.00 is required for graduation. The graduation grade point average is calculated only on those courses required for graduation. When a class is taken more than once, the most recent grade will be used in calculating the grade point average for graduation.

It is the student’s responsibility to complete an Application for Graduation and make payment of the graduation fee. It must be submitted to the Student Affairs Office 45 class days prior to the date of expected graduation. The application must be signed by the student’s advisor. The student’s records will be evaluated as to successful completion of the program.

Effective Fall Quarter, 1991, the following policy concerning class requirements for graduation was implemented:

Any student enrolling in programs at South Georgia Technical College will be allowed to graduate under the terms of the curriculum in place at the time of registration. This policy will remain in effect provided the student does not interrupt attendance at the College for one term or is enrolled in an approved co-op program with the College.

If any student who has been previously enrolled in a program at South Georgia Technical College does interrupt attendance for one term and re-enrolls at the College, the student will be required to complete the curriculum requirements in place at the time of re-enrollment. Co-op students will be allowed two consecutive terms before being required to complete curriculum requirements from the time of re-enrollment.

**Residence Requirements for Degree/Diploma**

South Georgia Technical College shall require that a minimum of twenty-five percent (25%) of the course work of a particular program of study be completed.

**Student Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review the student’s education records within 45 days of the day SGTC receives a request for access. Students should submit to the Registrar a written request that
identifies the record(s) they wish to inspect. The SGTC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.** Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the SGTC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If SGTC decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by SGTC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom SGTC has contracted (such as an attorney, auditor, or collection agent); a person serving on a school board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by SGTC to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

In accordance with the federal law outlined above, SGTC will release the following information as directory information:

- Full name of student
- Address(es)
- E-mail address(es)
Major and field(s) of study
- Degrees and awards including nature and date received
- Dates of attendance
- School or division of enrollment
- Enrollment status (i.e., full or part-time, undergraduate, graduate)
- Name of institution last attended (if available)
- Participation in official sports and activities
- Height and weight of athletic team members
- Photograph(s)

FERPA Objection
Any adult student or minor student’s parent who objects to the release of this directory information under the Family and Educational Rights and Privacy Act should file an objection in writing clearly stating what directory information should not be released to third parties. Forms are available in the Registrar’s office for filing a FERPA Objection.

Another federal law, known as the Solomon Amendment, requires South Georgia Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as: name, address, telephone number, age, major, date(s) of attendance (quarter of enrollment), degree awarded.

If you do not wish to have student recruitment information released to third parties, you may file a FERPA Objection in the office of the Registrar.
FINANCIAL INFORMATION

Student Fees–Credit Courses
South Georgia Technical College is a tax-supported state institution. Therefore, the cost of attendance is minimal. All fees are payable at registration for each term/course except as noted.

FEES ARE SUBJECT TO CHANGE AT THE BEGINNING OF ANY TERM OR COURSE. Most credit cards are accepted.

Fee Information:
Diploma & Degree Program Tuition: $85 per credit hour, up to a maximum of 15 credit hours plus fees (except for specified certificates listed below).

Law Enforcement Academy Tuition: $100 per credit hour plus fees

Commercial Truck Driving Certificate Program Tuition: $125 per credit hour plus fees

Fuel Surcharge Fee: $185 per student per term (Applies to Commercial Truck Driving Students only.)

Instructional Fee: $50 per student per term
Activity Fee: $50 per student per term
Accident Insurance Fee: $4 per student per term
Registration Fee: $50 per student per term
Technology Fee: $105 per student per term
Athletic Fee: $35 per student per term

*ROOM AND BOARD FEE (If applicable): The cost of a semi-private dorm room is $2,400 per bed per term for James Hall and Martin Hall. This includes meals at the SGTC cafeteria.

Important Notes Regarding Fees
1. Fees listed above are for legal residents of Georgia. They include tuition, registration, activity, accident insurance, dormitory, instructional/technology fee, athletic fee, instructional fee, and cafeteria fees. The tuition for out-of-state students is twice the tuition rate ($170) per credit hour paid by legal Georgia residents. International students pay four times the tuition ($340) per credit hour required for legal Georgia residents. This applies to non-immigrant aliens, those on I-20 Foreign Student Visas, and foreign residents to include diplomatic, consular, mission, and other non-immigrant personnel. Foreign immigrants who are permanent residents shall pay the same tuition as citizens of Georgia**.

**Legal resident of Georgia for last twelve months.

2. Liability Insurance is required for all Practical Nursing, EMT, Early Childhood Care and Education, Barbering, Medical Assisting,
Cosmetology and related health occupation students. The annual fee for this insurance is determined by the SGTC insurance carrier’s policy in effect.

3. Any student who wants to take more than 25 credit hours per term MUST have prior authorization from the Dean for Academic Affairs or from the Vice President for Academic Affairs. This approval must be obtained during the advisement process.

**Application Fee**
An individual’s first application for admission must be accompanied by a nonrefundable $20 application fee. Former SGTC students are not required to pay a second application fee.

**Graduation Fee**
The graduation fee is non-refundable, and is $35.

**Testing Fee**
An admissions retest fee of $15 per test is charged for retesting any of the admissions entrance tests.

**FAA Testing Fee**
FAA Testing Fee for each part is $200 for a total of $600 for the three tests.

**Diploma and Certificate Replacement Fee**
A diploma replacement fee of $25 is charged for replacement of each diploma.

**Late Registration Fee**
A late registration fee of $45 is charged for late registration of classes once the quarter’s classes have begun.

**Transcript Fee**
A transcript fee of $5 is charged for each official transcript from SGTC.

**Books, Tools, and Uniforms**
Every student is required to have books, tools, uniforms, and other equipment appropriate for his or her program of study. Some programs require students to purchase tools which are also useful in the student’s employment following graduation. All books required may be purchased from the College’s Bookstores.

**Senior Citizens**
Residents of Georgia who are 62 years of age or older may request a waiver of tuition. If tuition is waived under this policy, admission will be granted only on a space available basis. Proof of age must be presented at registration to receive a waiver. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, non-credit courses, or seminars. Fees will still be due at time of registration.
Financial Information

**Delinquency in Payment**
A student who is delinquent in the payment of any financial obligation(s) may be withdrawn from his or her course(s) and/or the dormitory at the College and will not be allowed to register for another term until the delinquency is removed. The student will not be issued any grades, transcripts, diplomas, or other student records until all financial obligations are paid.

**Personal Checks**
Check writing is a privilege extended for payment of fees. Abuse of this privilege will result in fees being paid by cash, money order, or cashier’s check. Proper identification is required.

**Charges for Returned Checks**
A charge of $30 will be assessed for any check returned to SGTC for insufficient funds, accounts closed, or stop-payment on the account. This charge must be paid in cash when the check is picked up at the Business Office.

**REFUND POLICIES**

Refunds, when due, are made without requiring a request from the student. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to SGTC by the student, or (2) from the date SGTC terminates the student or determines withdrawal by the student. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed $100.

**Tuition and Fees**
Students withdrawing from a course by the end of the third instructional day of the term and no shows shall receive a 100% tuition refund of the applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college’s standard academic calendar.

Students who withdraw from a course after the third instructional day of the term shall receive no refund.

For those students receiving federal financial aid, the College shall make available consumer information that may be found at www.ifap.ed.gov. Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

**Refunds of Books and Supplies**
No refunds shall be made for used supplies and equipment such as cosmetology kits, diskettes, tools, and uniforms.
Refunds shall be made for books that are returned in new condition and accompanied by a receipt in accordance with the College’s book refund policy. The book refund policy shall be prominently posted in the college bookstores.

**Room and Board**

Room and board charges for students who properly check out of the dorm before the close of the term are calculated on a weekly basis with Sunday as the first day of the week. Refunds will be mailed to the student’s address on file or distributed within 45 days after withdrawal.
FINANCIAL AID

Below is a brief description of the types of financial aid available at SGTC. If you need further assistance, please contact the Financial Aid office, which is located in Room 101 of the Odom Center on the Americus Campus at 800.928.0283 or 229.931.2319 or in Room A43 at the Crisp County Campus at 229.271.4043.

Non-Repayable Grants
South Georgia Technical College offers non-repayable grants to help cover the cost of attendance. SGTC does not participate in Title IV student or parent loans.

FEDERAL STUDENT AID PROGRAMS

Federal Pell Grant (Title IV Recipients)
Federal Pell Grants are awarded based upon financial need as determined by the information provided by the student when completing the Free Application for Federal Student Aid (FAFSA). This application is required annually (July 1 to June 30) to determine eligibility for the Federal Pell Grant. The amount awarded depends upon the student’s financial need index, combined with the number of credit hours taken.
To receive the Pell grant, a student must be enrolled with a regular or provisional status in a Pell-eligible program. Pell Grants are not available to anyone who has received a bachelor’s degree (or higher) has received an overpayment of Title IV funds, or is in default of any form of Student Loan. Must have received your High School Diploma or GED, or have passed the Ability to Benefit test to be eligible for federal aid.

South Georgia Technical College’s Title IV Institution Code is 005617

- Go to www.fafsa.ed.gov to apply for the Federal Pell grant
- Go to www.pin.ed.gov to register for your PIN in order to sign your application electronically
- To view Financial Aid online:
  - Go to www.southgatech.edu and click the link for “Banner Web”
  - Click “enter secure area”
    - Social Security Number is the User ID
    - Date of birth is the PIN (MMDDYY)
  - Click “Student Services and Financial Aid”
  - Click “Student Records”
  - Click “Account Summary by Term”
  - Any financial aid on your account will be reflected on this screen

Federal Work Study Program
Students who are eligible for the Federal Pell Grant may be eligible for Work Study positions. These are minimum wage jobs relating to the student’s area of training and are available on a limited scale for students who apply and are selected. A student that is hired for a work study position must complete all required employment forms as well as submit to a criminal
background check before beginning work. For further information, contact the Financial Aid office on your campus.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grants are available for students with exceptional need. Students must be undergraduates enrolled in an eligible program leading to a degree or diploma at an eligible College. Students must be enrolled at least one quarter to receive FSEOG. Students must meet citizenship requirements as required for all Title IV programs, as well as all other eligibility requirements listed in the Federal Student Financial Aid Handbook. Priority for supplemental grants will be given to students with the lowest EFC, the greatest need, and the highest cumulative grade point average. These students must receive a Federal Pell Grant to be considered. The Financial Aid office will use the results from the student’s FAFSA to determine eligibility. The maximum FSEOG a student may receive per academic year will depend on the availability of funds.

**STATE STUDENT AID PROGRAMS**

**ZELL MILLER SCHOLARSHIP**

**Overview**

Georgia’s Zell Miller Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending a HOPE-eligible college in Georgia.

**Eligibility**

To receive Zell Miller Scholarship funding, students must meet all HOPE Scholarship eligibility requirements and:

1. **Meet one** of the following academic requirements:
   - Graduate from an eligible high school as the valedictorian or the salutatorian.
   - Graduate from an eligible high school with a minimum 3.7 grade point average combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration.
   - Complete an eligible home study program with a 3.7 grade point average combined with a minimum score of 1200 on the math and reading portions of the SAT or a minimum composite score of 26 on the ACT in a single national test administration.
   - Complete an ineligible home study program with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration, and then earn a 3.3 grade point average on 30 semester hours or 45 quarter hours of college degree-level coursework taken after home study completion. This option allows retroactive payment of the first 30 semester hours or 45 quarter hours after they are taken.
• Enroll in an eligible post-secondary institution in 2007 or later, as a freshman, meeting one of the academic qualifications listed above and earn a 3.3 cumulative grade point average at the most recent HOPE Scholarship checkpoint
2. Meet HOPE’s U.S. citizenship or eligible non-citizen requirement.
3. Meet HOPE’s Georgia residency requirement.
4. Be enrolled as a degree-seeking student at an eligible public or private college or university or technical college in Georgia
5. Be in compliance with Selective Service registration requirements.
6. Maintain satisfactory academic progress as defined by the college.
7. Not be in default or owe a refund on a student financial aid program.
8. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990. A student may be ineligible for Zell Miller Scholarship payment if he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs.
9. Meet additional rigor requirements, beginning with students graduating from high school on or after May 1, 2015.

**Award Amounts**
Students attending public colleges or universities receive the current academic year standard undergraduate tuition up to a maximum of 15 hours, for the specific number of hours enrolled, whether full time or part time.

**Award Limits**
A college degree-seeking student is ineligible for the Zell Miller Scholarship if the student has:
• Received payment from any combination of HOPE Scholarship, Zell Miller Scholarship, HOPE Grant and Accel (through spring term 2011) Program funds totaling 127 semester (190 quarter) hours of credit; or
• Attempted 127 semester (190 quarter) hours of college degree credit, regardless of whether or not Zell Miller funds were received while attempting the hours; or
• Earned a baccalaureate (four-year) degree, regardless of whether or not Zell Miller funds were received while earning the degree, or
• Graduated from high school more than seven years ago and did not receive a HOPE Scholarship payment prior to summer term 2011.

**GEORGIA HOPE SCHOLARSHIP**

**Overview**
Georgia’s HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending a HOPE-eligible college in Georgia.

**Eligibility**
To receive HOPE Scholarship funding, students must:
1. Meet one of the following academic requirements:
   • Graduate from a HOPE-eligible high school with a 3.0 grade point average.
• Complete a HOPE-eligible home study program with a 3.0 grade point average.
• Graduate from an ineligible high school, complete an ineligible home study program, or earn a GED and score in the national composite 85th percentile or higher on the SAT or ACT.
• Graduate from an ineligible high school or complete an ineligible home study program, and then earn a 3.0 grade point average on 30 semester hours or 45 quarter hours of college degree-level coursework. This option allows for payment of the first 30 semester hours or 45 quarter hours after they are taken.
• Earn a 3.0 grade point average at the college level on degree coursework after attempting 30, 60, or 90 semester hours or 45, 90, or 135 quarter hours, regardless of high school graduation status.

2. Meet HOPE’s U.S. citizenship or eligible non-citizen requirements.
3. Meet HOPE’s Georgia residency requirements.
4. Be enrolled as a degree-seeking student at an eligible public or private college or university or technical college in Georgia.
5. Be in compliance with Selective Service registration requirements.
6. Maintain satisfactory academic progress as defined by the college.
7. Not be in default or owe a refund on a student financial aid program.
8. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990. A student may be ineligible for HOPE payment if he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs.
9. Meet additional rigor requirements, beginning with students graduating from high school on or after May 1, 2015.

Award Amounts
The HOPE Grant award amount will cover a portion of a student’s tuition.

Award Limits
A college degree-seeking student is ineligible for the HOPE Scholarship if the student has:
• Received payment from any combination of HOPE Scholarship, Zell Miller Scholarship, HOPE Grant, and Accel (through Spring term 2011) Program funds totaling 127 semester (190 quarter) hours of credit; or
• Attempted 127 semester (190 quarter) hours of college degree credit, regardless of whether or not HOPE funds were received while attempting the hours; or
• Earned a baccalaureate (four-year) degree, regardless of whether or not HOPE funds were received while earning the degree, or
• Reached the seven year expiration of eligibility date.

GEORGIA HOPE GRANT
Overview
Georgia’s HOPE Grant (a separate program from the HOPE Scholarship) is available to Georgia residents who are working towards a certificate or diploma (continuing education programs are not eligible) at an eligible college or university in Georgia.
Full-time enrollment is not required and students are not required to graduate from high school with a specific GPA, however, they are required to have a postsecondary cumulative 2.0 GPA, at certain checkpoints, in order to maintain eligibility.

Beginning with the 2013-2014 Award Year, students enrolled in a Commission approved, designated program of study who are eligible for, and receiving, HOPE Grant funding, may also be eligible for funding from the Strategic Industries Workforce Development Grant (SIWDG).

A student’s SIWDG award is a fixed amount per term based upon the student’s program of study and number of hours of enrollment:

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Enrolled Hours</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Truck Driving</td>
<td>9 or more</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Early Childhood Care/ Education</td>
<td>9 or more</td>
<td>$500.00</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>9 or more</td>
<td>$500.00</td>
</tr>
<tr>
<td>Early Childhood Care/ Education</td>
<td>8 or less</td>
<td>$250.00</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>8 or less</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

**Award Amounts**
The HOPE Grant award amount will cover a portion of a student’s tuition.

**Award Limits**
A HOPE Grant recipient is ineligible for the grant if the student has:
- Earned a baccalaureate degree; or
- Received HOPE Grant payment for more than 63 semester or 95 quarter hours; or
- Received payment from any combination of HOPE Scholarship, Zell Miller Scholarship, HOPE Grant, and, through Summer term 2011, Accel Program funds totaling 127 semester (190 quarter) hours of credit,
  - Dual Credit Enrollment hours for which a high school student received HOPE Grant payment are not included in these totals.

**HOPE GED Voucher**
Eligible Georgia residents who pass the GED (General Education Development) Test will receive a $500 voucher from the Georgia Student Finance Commission. This one time only voucher can be used for educational expenses during the first term of enrollment at any Georgia post-secondary institution. After attending the first day of classes the GED voucher should be signed and brought to the Financial Aid Office in Room 101 of the Odom Center on the Americus Campus or in Room A43 at the Crisp County Campus. A student who is deemed eligible will be issued a check by the end of the quarter.
Foundation Scholarships

Scholarships may be available as funds permit through the South Georgia Technical College Foundation, Inc. and external school, civic and private organizations. Applications are distributed to qualifying students when scholarships are available.

Georgia HERO Scholarship

The Georgia HERO Scholarship program was created to provide financial aid to students and the dependents of students who are current members of the Georgia National Guard and United States Military Reserves who were deployed overseas on active service, on or after February 1, 2003 to a location designated as a combat zone. The maximum amount awarded to an eligible student is $2,000 per award year, for no more than four award years. The award amount is subject to change during the award year.

Transient Students (enrolled at more than one school at the same term)

To take classes at South Georgia Tech (host school), the student should contact the Financial Aid office of the home school to ensure that all financial aid paperwork is in order as the home school will verify eligibility. A student is eligible to receive the HOPE Grant or Scholarship at the host school if the student is otherwise eligible.

If the student is a transient student from South Georgia Tech to another school, then SGTC will notify the host school of eligibility for HOPE or Pell. If eligible for HOPE, that can be received at the host school. The Pell Grant will be awarded from South Georgia Tech (home school) at the end of the first four weeks of the semester as long as the host school has provided enrollment verification to SGTC.

Transfer Students (leaving one school and enrolling at another)

If the student has completed a FAFSA for the current school year, the student should go online at www.fafsa.ed.gov and add the Institution Code for the school the student intends to enroll in.

South Georgia Technical College’s Title IV Institution Code is 005617

Contact the financial aid office of the new school to inquire if an Institution Application is needed.

Nelnet Payment Plan

NelNet is a contracted payment plan for students to pay the balance they owe (after HOPE and PELL) out of pocket on their tuition, fees, and dorm where applicable during the term. The student can sign up for this payment plan each term with FACTS–NelNet on the SGTC website (www.southgatech.edu) in the Financial Aid section. Enrollment deadlines are predetermined each term.

This allows the approved student to pay a 25% or 50% down payment by debit or credit card or bank draft to FACTS–NelNet and the balance spread over designated 3 monthly dates in each term. The cost to participate is a $30-$35 fee per term and no interest charges.
STUDENT RESPONSIBILITIES

Satisfactory Academic Progress Policy
Federal and state regulations require that students must maintain satisfactory academic progress (SAP) to continue receiving financial aid. Federal Title IV financial aid programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), etc. State financial aid programs include the HOPE Grant, HOPE Scholarship, Zell Miller Scholarship, and HERO Scholarship, etc.

Satisfactory academic progress includes two standards; qualitative and quantitative. Students must meet both standards to be in Good Standing and continue receiving financial aid. It is the responsibility of the student to be aware of SAP standards and their respective status.

Qualitative (Grade Point Average)
In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain a minimum cumulative GPA of 2.0. The cumulative GPA includes grades of A, B, C, D, F, and WF. WF is counted as an F. Grades of I, W, and WP do not affect the GPA. The cumulative GPA will be checked at the end of each term for satisfactory academic progress.

Quantitative (Completion Rate)
Students must complete their educational objective within a maximum time frame of 150% of the credit hours required to complete the program in which they are enrolled. To maintain this pace of progression, a student must complete 67% of all courses attempted. Grades of A, B, and C are considered completed. Grades of D, F, I, W, WP, and WF are considered not completed. The cumulative pace of progression will be checked at the end of each term for satisfactory academic progress.

Financial Aid Warning/Suspension
If a student has not maintained a cumulative 2.0 and/or has not completed 67% of the cumulative attempted hours at the time that SAP is evaluated, the student will be placed on Financial Aid Warning. While on warning status, the student may continue to receive financial aid for one term only. No appeal is necessary. Students on Financial Aid Warning must be making satisfactory academic progress by the end of the next term in order to regain Good Standing. Students on warning status who are not making SAP at the end of the term will be placed on Financial Aid Suspension. Students who are on Financial Aid Suspension are not eligible to receive financial aid until they regain good standing.

Students will be notified of suspension via their SGTC student email account. If a student is not notified of the suspension, that in itself does not excuse a student from the financial aid suspension, nor does it exempt a student from appealing in a timely manner.
Appeals
Students may appeal a financial aid suspension if they can demonstrate that there were extenuating circumstances that prevented them from making satisfactory academic progress. Extenuating circumstances may include death of a family member, injury or illness of the student or an immediate family member, or other extenuating circumstances that are outside the control of the student.

An appeal should be submitted to the Director of Financial Aid and should include a signed statement explaining why the student failed to make satisfactory academic progress and what has changed that will allow the student to make satisfactory academic progress at the next evaluation. In addition to this statement, the student should provide valid documentation of the extenuating circumstances. Documentation may include one or more of the following: signed statement from a physician on letterhead, death certificate or newspaper obituary, signed statement from employer on letterhead, etc. The appeal must be submitted to the financial aid director within two (2) business days from the beginning of the term following the term in which the student failed to make satisfactory academic progress.

Appeals are reviewed by the SAP Appeals Committee. The decision of the SAP Appeals Committee is final and cannot be appealed further. Student will be notified of the decision via his/her SGTC student email account. A student may appeal one time only.

Financial Aid Probation
Student will be placed on a status of Financial Aid Probation if his/her appeal is granted and may receive financial aid for one semester. A student may, at the discretion of the SAP Appeals Committee, be allowed to continue on Financial Aid Probation for more than one term by following an academic plan that will ensure that SAP standards are met by a specific point in time.

To regain eligibility for financial aid, a student must meet the required standards.

Transfer Credit
Transfer credit from other colleges that is accepted toward completion of the student’s program will be counted as both hours attempted and completed.

Incomplete Courses
Incomplete grades count as attempted but not completed. An incomplete may be resolved if the grade is changed to an A, B, or C.

Withdrawals
W, WP, and WF count as attempted but not completed.

Repeating Courses
Repeated courses are included in the qualitative and quantitative calculation. Students may repeat each course only once for Title IV purposes.

This SAP Policy is in effect beginning with the 2011-2012 academic year.
Verification
Students who complete the Free Application for Federal Student Aid (FAFSA) may be selected by the processor for verification. If selected, the student must provide documentation that certain elements of the SAR or ISIR are accurate. The student’s application will be placed in a pending status and will receive no further processing until all requested documents have been received.

Refund Disbursements
Dorm and Cafeteria charges may be deducted from a student’s term Pell award. The balance of the award will be paid directly to the student during the term. Students can call 229.931.2343 to listen to a recorded message of the status of refund checks. Refund checks are mailed to the student’s last reported address in the Banner student records system.

Return to Federal Title IV Aid
In adherence to Federal Return to Title IV requirements, students will be awarded aid depending upon the amount of aid earned. If a student completes more than 60% of the term, he is eligible for his full Pell Check. If a student completes 60% or less of the term, the percentage of the period completed is equal to the percentage of the aid earned. The percentage earned will be calculated by counting the number of days completed up to the point of withdrawal divided by the total days in the term.
SERVICES AND PROGRAMS

Veteran’s Programs
South Georgia Tech is approved for veteran’s training under various programs. These programs are briefly described below.

- **Chapter 30** Montgomery GI Bill — Active duty
- **Chapter 31** Vocational Rehabilitation Program
- **Chapter 32** Veterans Educational Assistance Program (VEAP)
- **Chapter 33** Post-9/11 GI Bill
- **Chapter 35** Survivors’ and Dependents’ Educational Assistance Program
- **Chapter 1606** Montgomery GI Bill — Selective Service
- **Chapter 1607** Reserve Educational Assistance Program (REAP)

The area Veterans Service Offices will assist veterans and eligible dependents in applying for VA educational benefits. Veterans may obtain further information regarding Veterans Services by contacting the Director of Financial Aid, Room 101, in the Odom Center.

Adult Education Services
South Georgia Tech is the fiscal agent for the Adult Education Program serving SDA 15 which includes six counties: Sumter, Webster, Macon, Marion, Crisp, and Schley. Classes are offered days and nights in all six counties. Programs include Adult Basic Education, Adult General Education and Adult Specialized Education. These three areas prepare adults age 16 and older to perform on grade levels 1 through 12. For further information, call 229.931.2565, in Americus or 229.271.4058 in Cordele.

GED Testing/Classes
GED preparation in all content areas is also available for those students desiring to obtain a GED diploma. All classes are free of charge. GED testing is available in Macon, Sumter and Crisp counties for a $160 fee for the entire test. Parts of the test can be re-taken for a fee of $32 per part. For further information, call 229.931.2563, in Americus or 229.271.4058 in Cordele.

Workforce Investment Act (WIA)
WIA is a federally funded program designed to assist qualified students with training related costs such as tuition, books, and supplies while enrolled at SGTC. In some cases, a daily allowance is provided to those who qualify. The primary goal of WIA is to train qualified students to become employed and self-sufficient. To qualify for the WIA program, a student must be economically disadvantaged or be laid off, be a resident of the Middle Flint counties, be a full time student, have good academic standing, and be enrolled in a demand occupation. For more information, please
Services and Programs

contact the WIA Office located in Room 110 in the Odom Center on the Americus Campus or call (229) 931-2172. (Openings are limited and certain restrictions do apply).

Emergency Action Plan

IN CASE OF FIRE:
1. Upon detection in classroom areas, call the nearest instructor to the scene, if possible.
   NOTE: Instructor will follow through with procedure. If an instructor is not available, the student detecting the fire or student appointed by the instructor to handle fire hazards will follow the listed procedure.
2. Determine severity and type of fire.
3. Begin immediately to control the fire with available and appropriate extinguishers.
4. Report location, type and severity of fire to Campus Safety Officer by runner or telephone – (229) 938.2992, (229) 931.2599, (229) 931.2381, or (229) 931.2130. At the Crisp County Center call (229) 271.4060 or (229) 271.4040.
5. If, in the judgment of the person in charge at the scene of the fire, and the seriousness warrants, the fire alarm should be sounded.
6. Evacuate the building upon sounding the alarm.

IN CASE OF PERSONAL INJURY:
NOTE: If at all possible in classroom situations, the instructor should be summoned to the scene immediately and would follow through with the procedures.
1. Administer immediate first aid (start breathing-stop bleeding).
2. Notify the Campus Safety Office of location of and type of injury via runner or by telephone – (229) 938.2992 in Americus or (229) 271.4040 in Cordele.
3. If necessary, an administrator will arrange for transporting injured to receive medical attention, subject to permission of the individual or family member. Emergency contact information can be updated in the Admissions Office.
4. An accident report should be completed as soon as the injured person is able.

IN CASE OF SUDDEN ILLNESS:
In case of sudden illness of a student, the instructor should arrange for emergency care depending upon the severity of illness and/or arrange transportation to the student’s home, if possible. If further assistance is needed, contact the Campus Safety Office at 938.2992 in Americus or 271.4040 in Cordele for assistance in caring for a student.
GENERAL STUDENT INFORMATION

Medical and Health Services
First aid supplies and personnel trained in safety, as well as first aid, are available at South Georgia Tech. In the event of injury or other medical emergencies, the nearest instructor, staff member, or supervisor should be notified. Professional emergency care, if needed, will be secured by the appropriate instructor or supervisor. In case of a serious accident or illness, the College will refer the student to the nearest hospital for emergency care and will notify the student’s relatives. It is to be understood that the student or the student’s family will be responsible for the cost of such emergency care, including ambulance service if, in the opinion of College authorities, such service is necessary. Student accident insurance fee may cover partial costs of medical bills pertaining to an accident.

Eye, Ear, And Respiratory Procedure
The procedure on eye, ear, and respiratory protection is on file in the Academic Affairs office as well as each laboratory area. Protective devices will be worn at all times in designated laboratory areas. The instructor responsible for a given laboratory/shop area assumes the responsibility for enforcing the eye, ear, and respiratory protection program. The instructor or person in charge of a given area will deny access to the hazardous areas for all persons not having the proper protective devices. The instructor will teach each student the correct and safe method to perform laboratory and shop practices.

South Georgia Technical College will provide the first protective device. The student will be responsible for the care and maintenance of the protective device. In the event that the protective device is damaged from improper use or carelessness or loss on the part of the student as determined by the instructor, then the student will be responsible for replacing the device prior to being allowed to continue class(es).

In the event that a student, instructor or staff has prescription glasses and can supply the instructor or person in charge of a given area with a doctor’s prescription, then the instructor or person in charge of the area will aid the individual in acquiring the proper side shields for their glasses. Eyeglasses will be properly stamped. The instructor will check to see that these glasses are so stamped and meet requirements.

The student will be required to sign a protective device policy statement during the first day of class. Students that are in noncompliance with the policy will not be allowed to attend class until the instructor determines that they are in full compliance with the safety procedure. In the event that a student either refuses to comply with the procedure or has violated the procedure twice, then the student will be removed from class.

Telephones
A “Pay” telephone is located in the Student Center for student use during breaks between classes.
NOTE: Students will not be paged from classes except in case of extreme emergencies. Students should advise their friends, family, and employers of this limitation.

Visitors on Campus
All visitors must have permission to be on campus. Students and visitors are prohibited from visiting classes during class time, unless previous permission has been obtained from an administrator. In case of an emergency, visitors needing to see a student should make their request in the Student Affairs Office. The student will then be notified of the visitor’s need to see him/her. Children are not allowed on campus due to liability issues.

New and Returning Student Orientation
All students must attend an orientation session. Orientation sessions are held during first registration and during open orientation at different times in the day. Students will check in with appropriate personnel. Once the orientation session is completed, students are directed to their academic advisor for registration.

All topics covered in orientation are found in the handbook/catalog on SGTC’s website.

Identification Cards
Student IDs are made at the time of registration and must be presented to college officials whenever requested. If an ID is lost, a student must go to the Student Affairs Office to obtain a new card. The fee for the new card is $5. All Student IDs must be turned in to the Student Affairs Office when students graduate or withdraw from the college.

Dorm Identification Cards
Dorm students will be charged a fee for deactivated, damaged, or lost ID cards. If a dorm student’s ID card is deactivated or damaged, the fee will be $1 each for the access card and the ID card for a total of $2. If a dorm student loses the ID/access card, there is a charge of $5 each to replace the ID card and the access card for a total charge of $10.

Student Activities
Student activities are available for all students who pay a student activity fee. Activities for the term including recreation, intramural sports, and special events are coordinated by the Director of Campus Life. A student must be in good standing and have a currently valid student ID card to participate in any of these activities.

Library
The South Georgia Tech Libraries serve students at both the Americus and Cordele campuses by providing them with an excellent collection of resources for education, information, and recreation. The Library on the Americus campus is located in Hicks Hall and it contains a collection of over
15,000 printed volumes, 100 periodicals, and 4 newspapers. The Library at the Crisp County Center has a collection of over 3,400 printed volumes, 26 periodicals, and 1 newspaper.

All currently enrolled students may check out books. A reasonable number of books may be checked out for a period of two weeks and renewed with the permission of the Library staff. Reference books, magazines, and newspapers do not circulate and can only be used in the Library.

Computers have been placed in the Library for students to use in completing class assignments or accessing the Internet. GALILEO, a service available on the Internet, provides students with access to a growing number of electronic databases. The SGTC Library catalog has also been placed online and is accessible for all library users on campus or off at http://library.southgatech.edu.

The Library is open during the day and the evening in order to accommodate the needs of all students. In Americus, students can use the Library Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 4:00 p.m., and Sunday from 5:00 p.m. to 9:00 p.m. Library hours at the Crisp County Center are Monday through Thursday from 8:00 a.m. to 7:30 p.m. and on Friday from 8:00 a.m. to 4:00 p.m.

**Student Mail**

Each dormitory student is assigned a campus post office box located in Hicks Hall by the Director of Campus Safety. Commuting students may also rent a mailbox on the Americus campus at a rate of $30 per term, non-refundable.

The student’s address on incoming mail should be as follows:

**Student’s Name**
**South Georgia Technical College**
**Box TXXX (box number will be assigned)**
**900 South Georgia Tech Parkway**
**Americus, GA 31709-8167**

Students should notify all people corresponding with them to place the capital “T” in front of the box number. This will help the Americus Post Office to send student mail to the college with no delays.

Letters brought to the Business Office Room 120 in the Odom Center will go out with the college’s daily mail. If placed in the box in Hicks Hall, all mail will leave with the following day’s mail.

Upon exiting a program, the student should get a change of address form from the local Post Office so that all of his/her mail can be forwarded to his/her new address. Stamps may be purchased at the Business Office, Room 120 in the Odom Center.

**To View Grades Online**
- Go to www.southgatech.edu and click the link for “Banner Web”
- Click “Enter Secure Area”
  - Social Security number is the User ID
• Date of birth is the PIN (MMDDYY)
• Click “Student Services and Financial Aid”
• Click “Student Records”
• Click “View Grades”

**Bookstores**
The South Georgia Tech Bookstores have books available for purchase along with a variety of supplies needed by students. Bookstore hours are scheduled to accommodate both day and evening students. Bookstore hours are published in each term’s Flight Plan class schedule newspaper and also posted at the entrance of the bookstore. Locations are Hicks Hall on the Americus campus and room A32 of the Crisp County Center.

**South Georgia Technical College Foundation**
The South Georgia Technical College Foundation was established in 1991. The purpose of the Foundation Board of Trustees is to serve as ambassadors, friend raisers, and fundraisers for the College. All tax-exempt donations to South Georgia Technical College are received through the Foundation. The Resource Development Office is located in room 106 of the Odom Center. Please call 229.931.2248 for more information.
CAMPUS HOUSING

Dormitories
Campus housing (Martin Hall and James Hall) is available on the Americus campus for men and women. Requests for dormitory rooms should be made in the appropriate section of the Residential Housing Application. There is a $300 housing deposit required at the time of application. Or, students may contact the Student Affairs Office, located in the Odom Center, or Director of Campus Safety located in Hicks Hall. All dormitories provide cable TV, a TV room, wireless internet access, and laundry facilities for student use.

Dormitory Closure Housing Request
Dormitories are closed between terms. If a residential student needs to reside in a dormitory room between terms, he or she must complete the Closure Request Form which can be obtained from and subject to approval by the Director of Campus Safety and/or the Vice President of Administrative Services. There is a nightly charge of $10, and no meals available. Requests are considered and judged upon the following situations:

1. Enrolled as a student the following term.
2. Extreme long distance to travel home in between terms.
3. Student’s need for local lodging in order to retain local employment (must furnish proof of job) in between terms.
4. Emergency situations which may relate to students needing a place to reside in order to remain in school in between terms.

Americus Campus Cafeteria
Students, faculty, and staff are always welcome to eat in the cafeteria. The cafeteria offers three, well-balanced meals Monday-Friday, and two meals on Saturday and Sunday, except holidays.

The cafeteria schedule and prices are as follows:

Monday through Friday (All you care to eat)
Breakfast: 7:30 a.m. to 8:30 a.m. $5.50
Lunch: 11:30 a.m. to 1:30 p.m. $6.50
Dinner: Monday through Thursday
  5:30 p.m. to 7:00 p.m. $6.99
  Friday
  5:30 p.m. to 6:30 p.m.

Saturday and Sunday
Brunch: 11 a.m. to 12 noon $6.50
Dinner: 4:30 p.m. to 5:30 p.m. $6.99

Prices are subject to change at the beginning of any term.

Dormitory Students
Dormitory students’ meals are included in their room and board fees. All dormitory students are required to present their current ID cards to the cashier at the time of the meal.
Commuting Students
Commuting students are welcome to eat in the cafeteria. They can pay at the door or they can obtain a special ten meal ticket. A student meal ticket may be purchased from the Business Office, Odom Center, room 120, for $65 for ten meals.

Crisp County Student Center
While the Crisp County Center does not offer a full-service cafeteria, vending machines are located in the Student Center in the building. Soft drinks and snacks of different types are offered, as well as a microwave.
STUDENT ACTIVITIES & ORGANIZATIONS

GOAL Program
The statewide technical college GOAL (Georgia Occupational Award of Leadership) program began at South Georgia Tech in 1972. GOAL is co-sponsored statewide by the Chamber of Commerce and the Technical College System of Georgia. The GOAL program seeks to give recognition annually to the State’s outstanding post-secondary technical education students.

The main objectives of the GOAL program are:
1. To spotlight the importance of technical education in modern society.
2. To reward students who excel in learning a skill.
3. To encourage pride in workmanship.
4. To generate greater respect and appreciation for the working person.
5. To emphasize the dignity of work in today’s society.

All full-time diploma and degree program students are eligible to compete in the GOAL program. Program instructors select and nominate their outstanding student. From these nominations, a committee chooses four outstanding students from the College. Finally, the College’s winner, chosen from the four finalists, is selected to compete in the annual statewide GOAL competition in Atlanta.

SkillsUSA (VICA)
SkillsUSA is a national organization serving more than 264,500 high school and college students and professional members enrolled in training programs in technical, skilled, and service occupations, including health occupations.

In high schools and technical colleges, SkillsUSA has more than a quarter million student members annually, organized into 13,000 chapters in 54 state and territorial associations, including the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands.

By participating in various SkillsUSA functions and competitions, students can develop leadership abilities, foster a deep respect for the dignity of work, establish realistic vocational goals, attain a purposeful life, and promote high standards in all phases of occupational endeavors including ethics, workmanship, scholarship, and safety.

Phi Beta Lambda
Phi Beta Lambda is an organization which provides opportunities to post-secondary students to develop vocational competencies for business and office occupations or business teacher education. PBL is an integral part of the instructional program and promotes a sense of civic and personal responsibility. Membership also gives the student hands-on experience and the chance to demonstrate his/her skills at competition, including local, state, and national levels.

National Technical Honor Society
The South Georgia Tech chapter of the National Technical Honor Society
was established in 1991 for the purpose of promoting service, leadership, honesty, and skilled workmanship. Students who excel in these areas may be nominated for membership by their instructors and enjoy the reward and prestige of participating in this honor society.

**Student of Excellence**

The Student of Excellence program gives recognition to students representing all program areas on campus. Students are selected by their instructors for the honor and compete with other students selected from related program areas for SGTC Student of Excellence. Instructors select the program Student of Excellence based on the following criteria:

- Good Scholar (85 or above average and completion of at least one quarter at SGTC)
- Exemplary Work Ethics
- Positive Attitude
- Not on Disciplinary Probation
- Good Representative of Program and College

**Alumni Association**

The Alumni Association is an organization that provides former SGTC students the opportunity to give input into ways in which SGTC can effectively promote technical education to the surrounding communities. An application for Alumni membership may be obtained from the Resource Development Office. Address all inquiries to:

Resource Development Office–Alumni Affairs
South Georgia Technical College
900 South GA Tech Parkway
Americus, Georgia 31709-8167
229.931.2248

**Student Leadership Council**

The Student Leadership Council (SLC) is a body of officers and representatives from each program area that oversee the student activity funds of the college and decide how the funds will be used and distributed for the betterment of the student body.

SLC arranges activities for students to promote networking, career preparation, and enjoyment of school life. Its purpose is to promote better student involvement in the programs and activities of SGTC.

**Intramural Sports**

Intramural Sports are offered to students at SGTC. Students are given the opportunity to participate in campus sports such as flag football, basketball, softball, and volleyball. For more information, contact the Director of Campus Life by calling 229.931.2545 or 229.931.4253.

**Intercollegiate Basketball–JETS and Lady JETS**

The SGTC Basketball program was revived in 2001 after a long absence from the college. Named the JETS, the program recruits student athletes
worldwide to play basketball as part of intercollegiate athletics. This program was also designed as an avenue for students, instructors, and community members to show their support of the college.

Since its reinstatement, the JETS program has operated under the motto of “Character . . . Discipline . . . Hard Work . . . Relentless Will to Win.” Through this motto, the program has been able to accomplish amazing things in the brief 13 year history, including five conference championship games, two conference championships, three National All-American athletes, and one Elite 8 in the National Tournament. For more information concerning the program, contact the Men’s Basketball office at 229.931.2025.

The SGTC Lady JETS Basketball program was launched in the fall of 2004 and has followed the program’s motto of “Better Person, Better Student, Better Athlete.” In the ten year tenure of the program, the Lady JETS have experienced an enormous amount of success. That success includes three conference championship games, one conference championship, three National All-American athletes, three conference Players of the Year, and one National Tournament appearance. For more information concerning the Lady JETS program, contact the Women’s Basketball office at 229.931.2039.

All home games for both basketball programs are played on the Americus campus in The Hangar, the James S. Peters gymnasium. SGTC Athletics are members of the National Junior College Athletic Association (NJCAA) and the Georgia College Athletic Association (GCAA).

**Equity in Athletics Reporting**

The Annual Report on Athletic Program Participation Rates and Financial Support Data can be obtained upon request from the Athletic Director and Vice President of Administrative Services, Room 120, Odom Center Building, South Georgia Technical College, 900 South GA Tech Parkway, Americus, GA 31719-8167. This is in accordance with 34 CFT 668.47 of federal regulations.
ECONOMIC DEVELOPMENT PROGRAMS

The Economic Development Services Department at South Georgia Technical College serves as an umbrella for all custom designed training programs, which include Business and Industry Services, Continuous Career Learning, and Quick Start. The focus of Economic Development Services is to stay abreast of new technology and to implement innovative training that meets diverse and rapidly changing needs in the communities served by the College.

Custom Designed Training
Economic Development Services promotes and supports economic development in South Georgia Tech’s six county service area by providing comprehensive, custom-designed training and consulting services. A company’s needs are identified through consultation, then programs are customized to meet the organization’s specific needs and goals. South Georgia Tech helps a company create and implement programs to meet the company’s specific needs.

Continuous Career Learning
Through Continuous Career Learning, Economic Development services offers short-term courses, workshops, and seminars to individuals as well as businesses. Courses are tailored to meet a group’s particular needs, provide an opportunity for individuals to receive general instruction on a specific subject, update professional licensing, or meet personal enrichment needs. Courses are added to or deleted from the schedule according to customer demand.

Quick Start
The Georgia Quick Start program is administered by Economic Development Services. Training is offered through the Quick Start program as an incentive to bring in new businesses to the area or to expand existing ones. Offering these quality services at no cost to companies is an incentive for new businesses to locate in the SGTC service area and assists companies with developing strategies to achieve success.

Quick Start services include pre-employment and post-employment training as well as job specific training and material development. A wide variety of productivity enhancement and employee involvement training is also offered based on the philosophy of each company served.

Business Expansion Center (BEC)
The Business Expansion Center, located in the John M. Pope Industrial Technology Center, provides assistance to entrepreneurs and future entrepreneurs in the six-county service area by helping them build a strong foundation to be successful. The program develops a business environment that supports new companies, jobs and community economic wealth. Through evaluations, mentors, and training, the BEC helps entrepreneurs with the start-up process, including providing temporary office space equipped with everything needed to get started.
GENERAL RULES & REGULATIONS

Student Conduct
South Georgia Tech expects its students who are preparing to enter the world of work to assume professional attitudes in their conduct, appearance, and academic performance. Students enrolling at South Georgia Tech are considered to be mature individuals. It is assumed all students enrolled come for a serious purpose and will conform to all regulations deemed necessary by the school administration.

The college reserves the right to decline admission to, to suspend, or to require withdrawal of any student for any reason deemed to be in the best interest of all the students and of the College. Should a student fail to show that he or she is able to adjust to campus life and to the discipline of group living, he or she will be asked to withdraw from college. If college officials believe a student’s conduct on or off campus is detrimental to the college, the student will be excluded from further attendance.

The following behavior is prohibited on campus or at college-sponsored events:
- Possession, consumption or furnishing of alcoholic beverages or illegal drugs.
- Possession of fireworks or any type of explosives.
- Possession of firearms or any other devices considered weapons by school officials.
- Malicious damage or destruction of property belonging to the College or to a member of, or visitor to, the College.

Due to State Fire Marshall procedures for state buildings, the State Board of Technical and Adult Education and SGTC have developed a NO SMOKING policy for all school classrooms, buildings, state vehicles, and student dormitories.

The following actions are prohibited on campus:
- Car stereos should not be heard 50 feet from vehicles on campus.
- Sounding a vehicle horn for an unreasonable time, except as a warning.
- Operating a radio, stereo or similar device in a vehicle to create excessive noise that disturbs others.
- Operating a radio, musical instrument or other device louder than necessary for convenient hearing.
- Operating any vehicle to produce unreasonably loud noise.
- Making any unreasonably loud noise in connection with loading or unloading a vehicle.
- Using any loud speaker or sound system on a vehicle for advertising or other purpose so as to make unreasonably loud noises.

Disorderly Assembly
No person shall assemble on campus for the purpose of creating a riot or destructive or disorderly diversion which interferes with the normal educational process of the College. This section shall not be construed so as
to deny any students the right of peaceful assembly.
No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of the College’s facilities, or prevent the normal operation of the College. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.

**Computer Use**

No person may use the College’s computer terminal equipment unless authorized to do so. Students enrolled in courses that require assignments to be completed on computer equipment have such authorization according to the specific instructions and direction of the instructor making the assignment. All users must abide by the regulations regarding authorization and the basic rules of courtesy. The privilege to use computer equipment, software, and services may be revoked at any time by the person responsible for that equipment.

No person may in any way abuse or misuse computer files or gain access to unauthorized computer files. Georgia Code 89-9903 on “stealing, altering, etc. of public documents,” states that “No person shall steal . . . alter . . . or void any record.” The code defining “record” includes “audio-visual material in any format, magnetic or other tapes, and electronic data processing records.” Violation of this law is considered a felony and punishable by incarceration of from two to ten years.

This college shall not be held liable for any damage to or loss of data as a result of computer usage and/or online service access.

No person may access computers/equipment belonging to the college by remote means, (i.e. modem), without written approval from the office of the Director of Information Technology.

**Solicitation**

South Georgia Technical College has a no solicitation policy on its campus.

**Field Trips**

Field trips can be an important component of a student’s educational experience and the use of such out-of-classroom experiences by the Technical College is encouraged when appropriate.

Absent extraordinary circumstances, no personal vehicles shall be used by the College for the transporting of students on field trips. Students shall be discouraged from transporting other students on field trips and shall be prohibited from doing so if travel is a component of the field trip.

Absent extraordinary circumstances, field trip transportation will be offered by SGTC using either licensed delivery vehicles or State of Georgia vehicles that meet all appropriate safety standards. Students and participating faculty and staff must review and sign an appropriate assumption of risk, release of liability, and limited medical authorization form prior to participating in technical college-sponsored field trips.

**Disruptive Behavior**

Behavior which disturbs the academic pursuits or infringes upon the
privacy, rights, or privileges of other persons is prohibited. No person shall interfere with, or fail to cooperate with, any properly identified College faculty or staff personnel while these persons are in the performance of their duties.

**Unlawful Harassment and Discrimination of Students**

**PURPOSE:**

A. It is the policy of SGTC that all students shall be provided an environment free of unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation.

B. All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct.

C. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion.

D. 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.

E. SGTC 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.

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

**RELATED AUTHORITY:**

- Title IX of the Educational Amendments of 1972
- Titles VI and VII of the Civil Rights Act of 1964
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990

**DEFINITIONS:**

For purposes of this procedure, the words listed below are defined as follows:

A. **Unlawful Harassment (Other Than Sexual Harassment):** Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person’s race, color, religion, gender, sexual orientation, national origin, age, or disability. Harassment does one or more of the following: has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment,
or has the purpose or effect of unreasonably interfering with an individual’s academic or work performance.

B. Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment):
Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or circulated in the work place. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

C. Sexual Harassment (a form of unlawful harassment): Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when: Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education; Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or, Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive environment.

D. Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:
1. Physical touching;
2. Sexual comments of a provocative or suggestive nature;
3. Suggestive looks or gestures;
4. Jokes, printed material or innuendoes intended for and directed to another employee;
5. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for education, education decisions, or continued enrollment (pressure for sexual favors).
6. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

E. Discrimination: The denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, national origin, gender, sexual orientation, political affiliation, or handicap and disability.

F. Retaliation: Unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of
intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or who participates in an investigation.

G. Local Investigator: The Vice President of Administrative Services (VPA) of SGTC, or designee, who is responsible for the investigation of unlawful harassment/retaliation complaints. That office is located in Odom Center, room 120, Americus campus.

H. Compliance Officer: The Technical College System of Georgia’s Executive Director, Legal Services.

I. Intimate parts of the Body: Intimate parts of the body mean the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

PROCEDURE:

A. Reporting and Management Action

All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally.

1. Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the complainant to any college employee, instructor, Vice President, or the President of SGTC.

2. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.

3. After an allegation is made to a SGTC employee, that employee shall report the allegation to the Vice President Administrative Services (VPA), or his designee, as soon as possible, not to exceed 48 hours. When the VPA is unavailable, the employee shall report the allegation to his Vice President as soon as possible, not to exceed 48 hours.

Instructors/employees who have reason to believe that unlawful harassment, discrimination, and/or retaliation may exist shall immediately inform their Vice President or other Vice President at SGTC. The reporting individual should keep the information confidential unless release is approved, or unless final action has been approved pursuant to this procedure. The Local Investigator, or designee, may suspend, transfer or reassign personnel or students involved, in order to prevent possible further harassment, discrimination, retaliation or to facilitate the investigation. In emergency situations of a severe nature the Local Investigator, or his designee, may take appropriate actions to protect the complainant/alleged victim and/or to deter the alleged violator from any further harassment of the complainant/alleged victim. If the alleged harasser is an employee, the Local Investigator, or designee, shall report all actions of this nature and any subsequent change in status or assignment to the President.

1. Unless otherwise authorized by the President in writing, no
disciplinary action shall be taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure.

2. Any allegation of unlawful harassment, discrimination, or retaliation may be referred by the President of a technical college to the Technical College System of Georgia’s Executive Director, Legal Services for investigation by the Compliance Officer. Investigations by the Compliance Officer may be done in conjunction with the local investigator at the President’s request. The Compliance Officer/local investigator shall notify the affected President of the complaint and the pending investigation, unless otherwise directed by the Commissioner.

B. Investigations
1. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly.

2. If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not be investigated. This will be done with joint approval by the local investigator and President. In the case of an investigation being performed by the TCSG Compliance Officer this shall be done with joint approval of the Assistant Commissioner of Technical Education and the Executive Director, Legal Services. This decision will be made within 5 business days of receiving the complaint. Immediately following the decision, notice will be given to the complainant, and the complainant shall have the same rights of appeal as set forth in his procedure.

3. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed, either verbally or by written documentation.

4. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.

5. The local investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President.

6. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

C. Review and Disposition
1. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The
President shall make this recommendation within 5 business days of receipt of the completed investigation.

2. If the recommendation is that the facts do not support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.

3. If the recommendation is that the facts do support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee).

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

D. Appeal by Complainant

1. If the complainant wishes to appeal the recommendation by the President that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the President’s recommendation.

2. The complainant must send the appeal by regular mail, facsimile, or e-mail to the following:
   
   Executive Director, Legal Services
   1800 Century Place NE, Suite 400
   Atlanta, Georgia 30345-4304
   (404) 679-1615 (facsimile)
   UnlawfulHarassment@tcsg.edu

3. The 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/discrimination.

4. If the facts do support a finding of unlawful harassment/retaliation/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/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.

Dress Code

Dress shall be primarily a matter of individual judgment. Students are expected to be neat and clean and to exercise good judgment in their attire at all times while on campus and at events representing SGTC. Regulations
may be announced by instructors and/or administration and posted for reasons of instruction, health, and safety. These regulations must be observed.

**Drugs and Narcotics**

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on College property or at College-sponsored events.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational college who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational college in which such person is enrolled.

Disciplinary action will be taken against a student for the same offense. Such suspension shall be effective as of the date of conviction, even though the educational college may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the college has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or expected to be earned for such term, quarter, semester, or other similar period; and the educational college shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

**Firearms, Weapons, and Explosives**

SGTC is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all satellite campuses/off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law.

**DEFINITIONS:**

**Contractor:** An independent contractor, business, or corporation which provides goods and/or services to SGTC under the terms specified in a contract. For the purposes of this policy, the term also includes all employees of a business or corporation working on technical college property or at a technical college workplace including any sanctioned event.

**School Safety Zone:** In, on, or within 1000 feet of any technical college campus, satellite campus, or other designated worksite.

**Explosive Compound:** any bomb or explosive, chemical, or biological
material referenced in O.C.G.A. 16-7-81.

Firearm: Includes, any operable or inoperable pistol, revolver, or any weapon designed or intended to propel a missile of any kind as defined in O.C.G.A. 16-11-27-1, or a machine gun, shotgun, sawed-off shotgun, sawed-off rifle, dangerous weapon or silencer as defined in O.C.G.A. 16-11-121.

Knife: As defined in O.C.G.A. 16-11-27 regarding the prohibition of carrying a deadly weapon in an unauthorized location (e.g., a Government building) - a cutting instrument designed for the purpose of offense and defense consisting of a blade that is greater than five inches in length which is fastened to a handle.

Long Gun: A firearm with a barrel length of at least 18 inches and overall length of at least 1 east 26 inches designed or made and intended to be fired from the shoulder and designed or made to use the energy of the accompanying explosive round (i.e. shotgun shell or metallic cartridge) provided, however, that the term shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

Weapon: Within a school safety zone, any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1, including but not limited to a pistol, revolver, or any weapon designed or intended to propel a missile of any kind, any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat, or club), any flailing instrument (e.g., nunchuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart).

Workplace: Any technical college campus, a satellite or off-site work location, or any college sponsored/sanctioned function.

PROCEDURES:

A. General Provisions

1. Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person’s control any firearm, weapon, or unlawful explosive compound while on technical college property, to include all campus and off-site work locations; at a technical college sanctioned function; or, on a bus or other means of transportation furnished by the college.

2. Unless otherwise provided by law, it is unlawful for any person to carry a weapon (i.e., knife or handgun) or a long gun while in a government building or a building occupied, in part, by a government entity.

3. A technical college president (or his/her designee) may authorize a college employee (e.g., maintenance and/or custodial staff) to have in his/her possession for use in carrying out assigned duties and responsibilities an object which would be otherwise prohibited by the provisions of O.C.G.A. 16-11-172.1. Such authorization must be in writing and shall specify the object(s) which have been authorized and the time period during which the authorization is valid.
4. As referenced in applicable provisions of O.C.G.A. 16-11-127.1, an instructor/faculty member may possess, use, or permit the use of any object referenced in the definition of the term “Weapon” during classroom instruction.

5. Unless otherwise provided by law, it is an express violation of policy for any individual to use, possess, manufacture, distribute, maintain, transport, or receive any of the following on technical college property to include all campus and off-site work locations, or at any college sanctioned function:
   a. any firearm or weapon whether operable or inoperable as defined in O.C.G.A. 16-11-127.1 or any facsimile thereof, including, but not limited to paintball guns, BB guns, potato guns, air soft guns, or any device that propels a projectile of any kind;
   b. any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun or silencer as defined in O.C.G.A. 16-11-121;
   c. any bacteriological weapon, biological weapon, destructive device, detonator, explosive, incendiary, or over-pressure device, or poison gas as defined in O.C.G.A. 16-7-80.
   d. any explosive compound/material defined in O.C.G.A. 16-7-81; or,
   e. any hoax device, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device, including, but not limited to, fake bombs, packages containing substances with the appearance of chemical explosives or toxic materials.

6. Personal Possession (Carrying) of a Weapon - the possession of a valid firearms permit and/or a valid license to carry a concealed weapon does not permit any individual (e.g., staff, student, etc.) to carry a weapon on their person on any technical college campus, satellite campus, or other work site, or at any college sanctioned event. Note: this prohibition does not extend to any person employed as a campus police officer or security officer and who is otherwise authorized to carry a weapon pursuant to the provisions of Chapter 8 of Title 20, or those individuals currently employed in or, as applicable, who are retired from the occupations referenced in O.C.B.A. 16-11-130.

7. Vehicle in Transit - an individual over the age of 21 who holds a valid firearms permit or license to carry a concealed weapon may possess a weapon on their person in his/her vehicle or may keep a weapon in a locked compartment of, in a locked container in, or in a locked firearms rack in a motor vehicle when in transit on technical college property.

8. Parked Vehicle - the driver of a vehicle parked on the property of any technical college (including the personal vehicle of a student or technical college employee) may keep a firearm in his/her vehicle provided the weapon is locked out of sight within
the vehicle’s trunk, glove box, or other enclosed compartment or areas within the vehicle. Note; this provision applies to those drivers possessing a valid Georgia weapons carry license or who are otherwise authorized by law to carry or possess a firearm/weapon.

B. Corrective Action
   1. Any employee who violates the provisions of this policy shall be subject to disciplinary action up to and including dismissal as well as possible criminal prosecution.
   2. Any technical college student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college’s Student Code of Conduct as well as possible criminal prosecution.
   3. Any volunteer or visitor who violates the provisions of this policy shall be subject to criminal prosecution.
   4. Any vendor or contractor who violates the provisions of this policy shall be subject to the termination of his/her business relationship with the affected technical college, as well as possible criminal prosecution.

Consensual Relationships
SGTC expressly prohibits consensual relationships between: a faculty or staff member and any student that he/she instructs, advises, supervises, or evaluates; a supervisor and any employee he/she directly or indirectly supervises/manages within all work units under his/her span of control (i.e., line of authority); or, any technical college employee and a dually-enrolled high school student.

1. No faculty or staff member may engage in a consensual relationship with any student that he/she instructs or advises (i.e., formal academic advisement), or, supervises or evaluates in any manner or capacity.
2. Students, faculty, and staff members should be aware that entering into a consensual relationship is contrary to TCSG policy and limits the faculty or staff member’s ability to teach and appropriately mentor, direct the work of, and/or employ the student in a part-time capacity.
3. If a prohibited consensual relationship exists, the relationship must cease. This may involve the student transferring to another course offering or withdrawing from a course taught by the faculty member in question, initiating a change in the student’s primary academic advisory, etc. In such instances, it may be necessary for the faculty/staff member to disclose the relationship to his/her immediate supervisor or reviewing manager and seek their assistance in remedying the conflict of interest. The good faith reporting of a consensual relationship, in conjunction with the implementation of the revised policy will not, in and of itself, constitute a policy violation.
NOTE: Any subsequent complaint generated by a student that the
relationship was non-consensual will be investigated under the provisions of the Student Unlawful Harassment Procedure. Further there will be no presumption that the relationship was consensual in nature.

4. No faculty member should accept authority for/over a student with whom he/she has had a prior consensual relationship to include: permitting the student to enroll in his/her class; supervising the student as a work study, lab assistant, etc.; participating in decisions pertaining to a student’s grades, academic honors, degree/diploma/certificate, etc.; or, discussions centered on possible disciplinary action.

5. A faculty or staff member who enters into or continues a prohibited consensual relationship with a student after the effective date of this policy revision will be subject to disciplinary action up to and including separation from employment.

Falsification of College Records
Each person must complete all College records honestly. No person shall alter, counterfeit, forge or cause to be altered, counterfeited or forged any record, form or document used by the College, under penalty of law.

Intellectual Property Policy and Procedure
Policy:
To further its goal of making education accessible to as many people as possible, the Department owns the intellectual property rights in any and all works produced by or for the Department.

In order that the Department be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the Department and anyone providing work for the Department’s use, represents and warrants that such works:

- Do not violate any law;
- Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- Do not libel, defame, or invade the privacy of any person or firm.

The Commissioner may establish a committee to make recommendations concerning the development of intellectual property not exclusively owned by the Department.

Procedure:
Each institution or unit of the Technical College system is required to follow state policies and procedures for handling patentable devices/materials or copyrightable materials/media. For each institutional/unit case the president/supervisor shall appoint representatives to a state level patent/copyright committee consisting of not fewer than three or more than nine members, a member of which shall be designated by the Commissioner to serve as chair. In each institutional case the committee shall include a representative of the office of administrative services and instructional
services of that institution.

The state level patent/copyright committee shall recommend to the Commissioner the rights and equities in patentable from royalties and other use shall be agreed upon by employees and appropriate administrative personnel in accordance with state policy in advance of the use of the institution’s personnel or facilities. In the event of a disagreement as to the ownership and use of such devices, materials or media, existing State Board policies provide for an appeal procedure.

**Financial Responsibility**

Students are required to meet all financial obligations to the College promptly. A student who is delinquent in the student’s financial obligations to the College will not be allowed to register for the next term, to receive a copy of his/her transcript, or grades to transfer the student’s credit to another school, or to graduate from the College.

**Gambling**

Playing cards, pool, or any other game of skill or chance for money or other items of value is prohibited at the College.

**Theft**

No person shall take a textbook, tools, or other supplies owned by another person without the permission of the owner. No person shall take, attempt to take, or keep in the person’s possession, items of College property or items belonging to students, faculty, staff or student groups without proper authorization, under penalty of law.

**Unauthorized Entry or Use of Facilities**

No person shall make unauthorized entry into any College building, office, or other facility; nor shall any person remain without authorization in any building after normal closing hours, under penalty of law.

**Pets and Animals**

Pets and other animals are not allowed in dorms or on campus, unless as part of an instructional program area under strict regulations of the instructor and the Vice President of Academic Affairs.

**Automobile Registration and Parking**

Any vehicle driven by a dormitory or commuting student must have a parking permit sticker. During the registration process, students will be furnished with a vehicle registration card. This card should be completed and returned to the Campus Safety office for the purpose of receiving a parking permit sticker. Proof of a current valid driver’s license is required. The cost of the parking permit sticker is covered through the Student Activity Fee.

If a student uses more than one vehicle on campus, he or she must register each additional vehicle on campus. The student is responsible for placing the parking permit in a clearly visible area near the left side of the rear bumper or left corner of the rear window of the vehicle.
New students will be given three days to register their vehicles and must place the parking permit on the vehicle. After the initial three-day period, any non-registered vehicle brought on campus by a student must be registered at the Campus Safety office by 8:30 a.m. on the first class day that the vehicle is used. Students’ vehicles must be parked only in areas designated for student parking. Illegally parked vehicles will receive tickets and are subject to being towed at the owner’s expense.

Fines for parking and permit violations are based on the following schedule:

- First offense $15 fine
- Second offense $20 fine
- Third offense $30 fine or withdrawal of parking permit or both including vehicle being banned from campus.

Students who need to pay a traffic fine should report to the Business Office. If fines are not paid during the term in which the offense occurs, the student’s grades and other records will be held.

**Traffic Regulations**

All motor vehicles must be operated in a responsible manner on campus. The maximum speed of vehicles on campus is 15 miles per hour. This limit applies from the time of entrance on college grounds. No person operating a vehicle on campus shall pass another moving vehicle on any of the campus streets or parking areas. All vehicles must yield to pedestrians. All traffic accidents occurring on campus, no matter how minor, must be reported to Campus Safety office and to the Georgia State Patrol.

Only licensed motorized vehicles are permitted on campus. Any motorized vehicle not required to have a tag is prohibited. In addition, if at any time a vehicle becomes a nuisance, the vehicle and the operator can be banned from campus.

No person shall willfully refuse or fail to comply with any lawful order of direction or any officer with authority to direct, control, or regulate traffic. Any vehicles left on campus for a period of three weeks and appears to be abandoned will be towed at the owner’s expense. The college is not responsible for vehicle accidents or damage to vehicles while on campus.

**Dormitory Rules and Regulations**

- All dorm students must sign the Resident Hall Agreement Form provided at the time of moving into the dormitory.
- After being assigned to a room, no student is permitted to move to another room without the approval of the Director of Campus Safety or designee.
- Students are expected to keep their rooms clean, sanitary, and free of fire hazards. Rooms are subject to a room check by the dormitory supervisor and other authorized personnel at all times.
- Overnight guests are not permitted in the dormitories.
- Occupants of a room will be held responsible for damage to the students’ property as well as to the college property.
• Occupants of a building will be held responsible for damages to the building’s common areas.
• The cafeteria will be closed on all college holidays and between terms when classes are not in session.
• Students are permitted to have radios, stereos, TV sets, electric fans, curling irons, hair dryers, small apartment size refrigerators and microwave units in their rooms. No other appliances should be used in the dorm rooms.
• Loud noises from stereos and TV sets will not be permitted at any time in lobbies, hallways, or rooms.
• Nails or screws of any type should not be used on the dormitory walls to hang pictures or other items. Also, wire or hangers of any type should not be hung from room ceilings.
• Students must be properly dressed when outside their rooms. Adequate clothing must be worn in the lounge, halls, and recreation rooms.
• All forms of hazing, scuffling, and horseplay are strictly prohibited.
• Pets or other animals are not allowed on campus.
• Flammable items of any type must not be stored or used in dormitory rooms. This includes incense burning.
• Any type of engine part or other mechanical parts, tires, etc. are prohibited from dormitory rooms. Dormitory rooms must not be used as work rooms for mechanical parts.
• If a student needs to replace a room or P.O. Box key, he or she must go to the Business Office and pay $20, after which the student will receive a paid receipt to give to Campus Safety to receive a new key.
• Students must not have dormitory or mailbox keys reproduced.
• A campus curfew is in effect beginning at Midnight. Campus Safety personnel will pull ID cards on students who are loitering outside dorms or around the school campus after 12 a.m. (2 a.m. on weekends). Students arriving back on campus after 12 a.m. (2 a.m. on weekends) should go inside the dorm immediately without disturbing other individuals in the dorm.
• All dormitory students must turn in room keys and mailbox keys at the end of each term. Students who do not turn in keys cannot reserve a room for the following term, and their reservations will be canceled. There is also a fee charged for the key.
• Individuals of the opposite sex are allowed to visit a dorm room between 10 a.m. and 12 a.m. and must be escorted by the dorm student. Any student violating this policy will be suspended from the dorm for a minimum of 30 days. The visiting party will also be disciplined. Reinstatement of the student to reside on campus will be at the discretion of the school administration.
• A student picking up a cafeteria plate for a sick student must complete a form available from the cafeteria cashier on duty. The student picking up the plate must also have the ID card of the sick student at the time the form is completed.
• If a student needs medical attention in the dormitory, he or she should notify the dorm supervisor. If the dorm supervisor is unavailable, the student should notify Campus Safety, the Director of Campus Safety, or other school officials.
• All dormitory accidents must be reported to the dorm supervisor and the Director of Campus Safety.
• Dorm students are required to attend all dorm meetings.
• Students should report suspected break-ins in their rooms to the dorm supervisor.
• As explained in the General Rules and Regulations, the use or possession of intoxicating beverages, narcotics, and illegal drugs is prohibited in the dormitories as well as in other areas of the campus.
• Profane language, gambling, and insubordination to college officials are strictly prohibited.
• No firearms or any other devices considered as weapons by school officials will be allowed in dormitories or on campus.
• No form of fireworks or any type of explosives will be allowed in dormitories or on campus.
• Any student found guilty of tampering or playing with fire alarms, night lights, and exit lights will be subject to disciplinary action.
• No alterations or add-ons to individual television cable service will be allowed, under penalty of law.
• During times when there is not a dorm supervisor on duty, campus safety officers will assume the supervisory role for each dorm.
STUDENT DISCIPLINARY POLICY AND PROCEDURE

POLICY:
SGTC reserves the right to maintain a safe and orderly educational environment for Students and staff. Therefore, when, in the judgment of college officials, a Student’s conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling Student disciplinary cases in accordance with the principles of due process and justice.

DEFINITIONS:
1. Business Days: weekdays that the college administrative offices are open.
2. Continuing Relationship: any person who has been enrolled as a student and may enroll in the future as a Student at the Technical College.
3. Judicial Advisor: Unless otherwise noted, the “Judicial Advisor” of the Technical College may be the Student Disciplinary Officer, or his designee.
4. Member of the Technical College Community: any person who is a Student, Faculty Member, Technical College Official or any other person/s involved with the Technical College community or employed by the Technical College.
5. Policy: the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
6. Student: all persons taking courses at the college full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered “Students.”
7. Student Disciplinary Officer: If disciplinary action is academic in nature, the Office of Academic Affairs administers this procedure. If disciplinary action is non-academic in nature, the Director of Campus Safety & Dorms administers this procedure. If disciplinary action is relating to the Crisp County Center, the Vice President, or designee, of that Center administers this procedure.

PROCEDURE:
A. Filing a Complaint
   1. Any member of the Technical College Community may file a complaint with the appropriate Student Disciplinary Officer against
any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a written statement of the incident and forward it directly to the Student Disciplinary Officer or his/her designee.

2. Investigation and Decision
   a. Within five business days after the Complaint is filed, the Student Disciplinary Officer 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 charges. In the event that additional time is necessary, the Student will be notified. After discussing the Complaint with the Student, the Student Disciplinary Officer 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.
   b. The Student shall have 5 business days from the date contacted by the Student Disciplinary Officer to schedule the meeting. This initial meeting may only be rescheduled one time. If the Student fails to respond to the Student Disciplinary Officer within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer will consider the available evidence without Student input and make a determination.
   c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one Student, each Student’s disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
   d. If the Student Disciplinary Officer 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 Student Disciplinary Officer 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.

1. After a determination that a Student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
   a. Restitution—A Student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
   b. Reprimand—A written reprimand may be given to any
Student. Such a reprimand does not restrict the Student in any way, but it signifies to the Student that he/she is in effect being given another chance to conduct himself/herself as a proper Member of the Technical College Community, and that any further violation may result in more serious sanctions.

c. **Restriction**— A restriction upon a Student’s privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

d. **Disciplinary Probation**— Continued enrollment of a Student on probation may be conditioned upon adherence to specified terms. Any Student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

e. **Failing or lowered grade**— In cases of academic misconduct, the Student Disciplinary Officer 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, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the Technical College.

f. **Disciplinary Suspension**— If a Student is suspended, he/she is separated from the Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

g. **Disciplinary Expulsion**— Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. A record of the reason for the Student’s dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the Technical College for any reason may apply in writing 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 Student Disciplinary Officer or his/her designee.

h. **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 charges against him/her. However,
interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the Technical College Community or its guests, or that the continued presence of the Student on campus creates a risk of substantial disruption of classroom or other Technical College-related activities.

i. 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 may 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.

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

3. Conditions of Disciplinary Suspension and Expulsion
   a. A Student who has been suspended or expelled from the Technical College shall be denied all privileges afforded a Student and shall be required to vacate Technical College Premises at a time determined by the Student Disciplinary Officer or his/her designee.
   b. In addition, after vacating the Technical College Premises, a suspended or expelled Student may not enter upon the
Technical College Premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the Technical College Premises for a limited, specified purpose.

c. If the student seeks to submit a signed Disciplinary Sanction Appeal/Grievance, the Student Disciplinary Officer or his/her designee must accept the Form by mail or fax if he/she refuses the Student’s request to enter the Technical College Premises for that specified purpose.

d. A scheduled appeal hearing before the Vice President or his designee shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the Technical College Premises for the duration of that hearing.

C. Appeals/Grievance Procedure

A student who wishes to appeal or file a grievance of the disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal/grievance following the Grievance/Appeal Procedure located in the SGTC Student Catalog/Handbook.
GRIEVANCE/APPEAL PROCEDURE FOR STUDENTS

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

DEFINITIONS:
A. **Grievable issues**: Issues arising from the application of a policy/procedure to the student’s specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
B. **Non-grievable issues**: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.
C. **Business days**: Weekdays that the college administrative offices are open.
D. **Vice President for Academic Affairs (VPAA)**: The staff member in charge of the academic affairs division at the college.
E. **Special Assistant to the President (SA)**: The staff member in charge of the student activities division at the college. This includes residential facilities, campus life, campus safety, cafeteria, etc.
F. **Vice President of Administrative Services (VPA)**: The staff member in charge of the administrative services division of the college. This includes business office, bookstores, etc.
G. **Retaliation**: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
H. **Grievant**: the student who is making the complaint.

PROCEDURE
A. **Informal Complaint Procedure**: Student complaints should be resolved on an informal basis without the filing of a formal grievance.
   1. A student has 10 business days from the date of the incident being grieved to resolve his complaint informally by approaching his instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
   2. Where this process does not result in a resolution of the
grievance, the student may proceed to the formal grievance procedure.

B. Formal Complaint Procedure: Where a student cannot resolve his complaint informally, he may use the formal grievance procedure.

1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the division of the college as follows:
   a. If the grievance is related to instruction/academic affairs, file the grievance with the office of the Vice President of Academic Affairs (VPAA), or
   b. If the grievance is related to non-academic situations (residential facilities, campus life, campus safety, cafeteria, etc.), file the grievance with the office of the Special Assistant to the President (SA)
   c. If the grievance is related to non-academic situations (business office, bookstores, etc.), file the grievance with the office of the Vice President of Administrative services (VPA)
   d. With the following information: Name, Date, Brief description of incident being grieved, Remedy requested, Other written documentation to support position, Signed, and Informal remedy attempted by student and outcome.

2. If the grievance is against the VPAA, SA, or VPA, the student shall file the grievance in the Office of the President.

3. The VPAA, SA, or VPA, or his designee, will investigate the matter and supply a written response to the student within 15 business days.

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

5. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.

6. The VPAA, SA, or VPA, or his designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

C. Appeal of Staff Response: If a student is unsatisfied with the response from the VPAA, SA, or VPA, the student may appeal the decision to the President of the college. The college staff has no right to appeal.

1. A student shall file a written appeal to the President within 5 business days of receiving the response referenced in item 3 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 has provided all relevant documents with his
appeal.

3. At the President of the college’s sole discretion, grievance appeals may be held in one of the following two ways:
   a. The President may review the information provided by the student and administration and make the final decision; or
   b. The President may appoint a cross-functional committee comprised of up to 5 members, including one chair, to make the final decision.
   c. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.

4. Whichever process is chosen by the President, the decision of the grievance appeal is final.

Retaliation against a student for filing a grievance is strictly prohibited.
DEGREE PROGRAMS

Statement of General Education Outcomes
To fulfill our institutional mission “to prepare individuals for success in the workforce,” South Georgia Technical College requires a collegiate-level general education component in each of the fourteen Associate Degree programs offered. The following objectives undergird all instruction at SGTC regardless of program area, but are particularly emphasized and assessed in General Core courses:

1. Students will be able to use reasoning skills to determine how to solve business and practical math applications.
2. Students will be able to communicate with diverse groups of people using appropriate, accurate, and effective written and oral communication skills.
3. Students will be able to conduct research using a variety of primary and reference sources.
4. Students will be able to read and analyze written materials.

Program Length
Program length indicates the minimum number of semesters required to complete the program for a full-time student.

Placement
All applicants must take the college’s placement test or submit acceptable SAT or ACT test scores or submit acceptable college or technical college credit with grades of “C” in English and math courses. Applicants who do not make the minimum scores for the program of interest may be admitted as a provisional student. This placement will be based on the test scores.

Regular Student: Attain program-ready scores on the College’s placement test or submit acceptable SAT or ACT scores, GHSGT, ELA scores, or college credit as stated above.

Provisional Student: Must take Learning Support courses in the area in which test scores indicate a need for improvement based on cut scores for the individual programs. However, a provisional student may also take selected program courses.

Degree Programs Available

<table>
<thead>
<tr>
<th>Program</th>
<th>Length*</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Five</td>
<td>Both</td>
</tr>
<tr>
<td>Air Conditioning Technology</td>
<td>Five</td>
<td>Americus</td>
</tr>
<tr>
<td>Business Administrative Technology</td>
<td>Five</td>
<td>Both</td>
</tr>
<tr>
<td>Computer Support Specialist</td>
<td>Five</td>
<td>Both</td>
</tr>
<tr>
<td>Criminal Justice Technology</td>
<td>Five</td>
<td>Both</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Five</td>
<td>Both</td>
</tr>
<tr>
<td>Drafting Technology</td>
<td>Five</td>
<td>Americus</td>
</tr>
<tr>
<td>Early Childhood Care/ Education</td>
<td>Six</td>
<td>Both</td>
</tr>
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</table>
ACCOUNTING (AC13)
(Replaces AC03)

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

Program Length: 5 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
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<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td></td>
<td>Select one course from the following:</td>
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</tr>
<tr>
<td>ENGL 1102</td>
<td>Literature and Composition</td>
<td>3</td>
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<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>MATH 1112</td>
<td>College Trigonometry</td>
<td>3</td>
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<tr>
<td>MATH 1113</td>
<td>Pre-Calculus</td>
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OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------</td>
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<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
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<tr>
<td>ACCT 1105</td>
<td>Financial Accounting II</td>
<td>4</td>
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<tr>
<td>ACCT 1110</td>
<td>Managerial Accounting</td>
<td>3</td>
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<tr>
<td>ACCT 1115</td>
<td>Computerized Accounting</td>
<td>3</td>
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<tr>
<td>ACCT 1120</td>
<td>Spreadsheet Applications</td>
<td>4</td>
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<tr>
<td>ACCT 1125</td>
<td>Individual Tax Accounting</td>
<td>3</td>
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<tr>
<td>ACCT 1130</td>
<td>Payroll Accounting</td>
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<tr>
<td>ACCT xxxx</td>
<td>Accounting Electives</td>
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<tr>
<td>XXXX xxxx</td>
<td>Specific Occupational Guided Electives</td>
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<tr>
<td>ACCT 2100</td>
<td>Accounting Internship I</td>
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<tr>
<td>ACCT 2105</td>
<td>Accounting Internship II</td>
<td>8</td>
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<tr>
<td>ACCT 2110</td>
<td>Accounting Simulation</td>
<td>3</td>
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<tr>
<td>ACCT 2115</td>
<td>Bookkeeper Certification Review</td>
<td>3</td>
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<tr>
<td>ACCT 2120</td>
<td>Business Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2125</td>
<td>Capstone Review Accounting Principles</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2130</td>
<td>Integrated Accounting Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2140</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2145</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1100</td>
<td>Introduction to Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1400</td>
<td>Word Processing Applications</td>
<td>4</td>
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<tr>
<td>BUSN 1210</td>
<td>Electronic Calculators</td>
<td>2</td>
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<tr>
<td>MGMT 1100</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MKTG 1100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1130</td>
<td>Business Regulations and Compliance</td>
<td>3</td>
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<tr>
<td>MKTG 1160</td>
<td>Professional Selling</td>
<td>3</td>
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<tr>
<td>MKTG 1190</td>
<td>Promotion and Marketing Communication</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1270</td>
<td>Visual Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2070</td>
<td>Buying and Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2210</td>
<td>Entrepreneurship</td>
<td>6</td>
</tr>
</tbody>
</table>

Students must complete a minimum of nine hours from the Occupational Elective Courses listed AND complete a minimum of nine hours of occupationally related courses approved by the advisor.

**64** minimum semester hour credits required for graduation

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**AIR CONDITIONING TECHNOLOGY (ACT3)**
(Replaces AI03)

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

**Program Length:** 5 terms

**Entrance Date:** Every term

**Admissions Requirements**

**Education:** A high school diploma or its equivalent is required.

**Age:** 16 years or older

**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
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<tbody>
<tr>
<td>ENGL1101</td>
<td>Composition and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC1101</td>
<td>Introductory to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one course from the following:

- ENGL 1102: Literature and Composition 3
- PSYC1101: Introductory to Psychology 3
- SOCI 1101: Introduction to Sociology 3
- SPCH 1101: Public Speaking 3
- MATH 1112: College Trigonometry 3
- MATH 1113: Pre-Calculus 3

### OCCUPATIONAL COURSES

- COMP 1000: Introductions to Computers 3
- AIRC 1005: Refrigeration Fundamentals 4
- AIRC 1010: Refrigeration Principles and Practices 4
- AIRC 1020: Refrigeration Systems Components 4
- AIRC 1030: HVACR Electrical Fundamentals 4
- AIRC 1040: HVACR Electrical Motors 4
- AIRC 1050: HVACR Electrical Components and Controls 4
- AIRC 1060: Air Conditioning Systems Application & Installation 4
- AIRC 1070: Gas Heat 4
- AIRC 1080: Heat Pumps & Related Systems 4
- AIRC 1090: Troubleshooting Air Conditioning System 4
- XXXX xxxx: Electives 8

### OCCUPATIONAL ELECTIVE COURSES

- AIRC 2005: Design & Application of Light Commercial Air Conditioning 3
- AIRC 2010: Light Commercial Air Conditioning Control Systems 3
Degree Programs

AIRC 2020  Light Commercial Air Conditioning Systems Operation  5
AIRC 2040  Residential Systems Designs  5
AIRC 2050  Georgia State & Local Residential Air Conditioning Codes  3
AIRC 2060  Air Distribution Systems for Residential Air Conditioning  3
AIRC 2070  Commercial Refrigeration Design  3
AIRC 2080  Commercial Refrigeration Application  5
AIRC 2090  Troubleshooting & Servicing Commercial Refrigeration  3

66 minimum semester hour credits required for graduation

BUSINESS ADMINISTRATIVE TECHNOLOGY (BA23)
(Replaces BAT3)

Program Description:
The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today’s technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, 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 Administrative Technology, Associate of Applied Science degree.

Program Length: 5 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition &amp; Rhetoric</td>
<td>3</td>
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</tbody>
</table>

88
ENGL 2130 American Literature 3
MATH 1111 College Algebra 3
PSYC 1101 Introductory Psychology 3
OR
SOCI 1101 Introduction to Sociology 3

Select one course from the following:
ENGL 1102 Literature and Composition 3
PSYC 1101 Introductory Psychology 3
SOCI 1101 Introduction to Sociology 3
SPCH 1101 Public Speaking 3
MATH 1112 College Trigonometry 3
MATH 1113 Pre-Calculus 3

OCCUPATIONAL COURSES
COMP 1000 Introduction to Computers 3
BUSN 1400 Word Processing Application 4
BUSN 1430 Desktop Publishing & Presentation Applications 4
BUSN 1440 Document Production 4
BUSN 1190 Digital Technologies in Business 2
BUSN 1240 Office Procedures 3
BUSN 1410 Spreadsheet Concepts & Applications 4
BUSN 1420 Database Applications 4
BUSN 2160 Electronic Mail Applications 2
BUSN 2210 Applied Office Procedures 3
BUSN 2190 Business Document Proofreading & Editing 3
MGMT 1100 Principles of Management 3
ACCT 1100 Financial Accounting I 4
OR
BUSN 2200 Office Accounting 4
XXXXxxxx Specific Occupational Guided Electives 6

GUIDED ELECTIVES
BUSN 1100 Introduction to Keyboarding 3
BUSN 1200 Machine Transcription 2
BUSN 1210 Electronic Calculators 2
BUSN 1300 Introduction to Business 3
BUSN 2240 Business Administrative Assistant Internship I 4
BUSN 2250 Business Administrative Assistant Internship II 6
BUSN 2320 Medical Document Processing/Transcription 4
BUSN 2370 Medical Office Billing/Coding/Insurance 3
BUSN 2340 Medical Administrative Procedures 4

64 minimum semester hour credits required for graduation
COMPUTER SUPPORT SPECIALIST (CS23)
(Replaces CMU3)

Program Description:
The Computer Support Specialist program is a sequence of courses designed to provide student 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.

Program Length: 5 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition &amp; Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC1101</td>
<td>Introductory to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Select one course from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1112</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Pre-Calculus</td>
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<tr>
<td>PSYC1101</td>
<td>Introductory Psychology</td>
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<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

| OCCUPATIONAL COURSES | | |
|----------------------|--|
| COMP 1000            | Introduction to Computers            | 3 |
| CIST 1001            | Computer Concepts                    | 4 |
| CIST 1305            | Program Design & Development         | 3 |
| CIST xxxx            | Operating Systems Course             | 3 |
| CIST xxxx            | Introductory Networking course       | 4 |

**Select one Networking course:**

| CIST 1401 | Computer Networking Fundamentals | 4 |
### Degree Programs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 2441</td>
<td>Cisco Networking for Home and Small Businesses</td>
<td>4</td>
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<tr>
<td>CIST 2451</td>
<td>CISCO Network Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIST xxxx</td>
<td>Database Elective Course</td>
<td>4</td>
</tr>
<tr>
<td>CIST xxxx</td>
<td>Guided Office Productivity Application Course</td>
<td>3</td>
</tr>
<tr>
<td>CIST xxxx</td>
<td>CIS Elective</td>
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</tr>
<tr>
<td>CIST 1122</td>
<td>Hardware Installation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1601</td>
<td>Information Security Fundamentals</td>
<td>3</td>
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<tr>
<td>CIST 2921</td>
<td>IT Analysis, Design &amp; Project Management</td>
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</table>

**OCCUPATIONAL GUIDED ELECTIVES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4</td>
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<tr>
<td>CIST 1101</td>
<td>Working with Microsoft Windows</td>
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</tr>
<tr>
<td>CIST 1102</td>
<td>Keyboarding</td>
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<td>Hardware Install and Maintenance</td>
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<td>CIST 1130</td>
<td>Operating Systems Concepts</td>
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<td>CIST 1305</td>
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<td>CIST 1401</td>
<td>Computer Networking Fundamentals</td>
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<td>CIST 1601</td>
<td>Information Security Fundamentals</td>
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<td>CIST 2120</td>
<td>Supporting Application Software</td>
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<td>CIST 2122</td>
<td>A+ Preparation</td>
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<tr>
<td>CIST 2126</td>
<td>Comprehensive Presentations</td>
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<tr>
<td>CIST 2127</td>
<td>Comprehensive Word Processing</td>
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<td>CIST 2128</td>
<td>Comprehensive Spreadsheets Techniques</td>
<td>3</td>
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<td>CIST 2129</td>
<td>Comprehensive Database Techniques</td>
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<tr>
<td>CIST 2311</td>
<td>Visual Basic I</td>
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<td>CIST 2361</td>
<td>C++ Programming I</td>
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<td>Java Programming I</td>
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<td>CIST 2411</td>
<td>Microsoft Client</td>
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<td>CIST 2412</td>
<td>Microsoft Server Directory Services</td>
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<td>CIST 2413</td>
<td>Microsoft Server Infrastructure</td>
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<tr>
<td>CIST 2414</td>
<td>Microsoft Server Administrator</td>
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<tr>
<td>CIST 2441</td>
<td>Cisco Network Home &amp; Small Businesses</td>
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<tr>
<td>CIST 2442</td>
<td>Cisco Working at Small/Medium Business</td>
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<tr>
<td></td>
<td>Or ISP</td>
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<td>CIST 2443</td>
<td>Cisco Routing and Switching</td>
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<td>CIST 2444</td>
<td>Cisco Design &amp; Support Computer Networks</td>
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<td>CIST 2451</td>
<td>Cisco Network Fundamentals</td>
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<tr>
<td>CIST 2452</td>
<td>Cisco Routing Protocol and Concept</td>
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<tr>
<td>CIST 2453</td>
<td>LAN Switching and Wireless</td>
<td>4</td>
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<tr>
<td>CIST 2454</td>
<td>Cisco Accessing the WAN</td>
<td>4</td>
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<tr>
<td>CIST 2455</td>
<td>Cisco CCNA Security</td>
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<tr>
<td>CIST 2510</td>
<td>Web Technologies</td>
<td>3</td>
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<tr>
<td>CIST 2921</td>
<td>IT Analysis Design and Project Manager</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2991</td>
<td>CIST Internship I</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2992</td>
<td>CIST Internship II</td>
<td>4</td>
</tr>
</tbody>
</table>
Students must complete the required number of Occupational Elective credit hours.

62 minimum semester hour credits required for graduation

CRIMINAL JUSTICE TECHNOLOGY (CJT3)
(Replaces CJ03)

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

Program Length: 5 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition &amp; Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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Select one course from the following:

<table>
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<tbody>
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<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>
SPCH 1101 Public Speaking 3
MATH 1112 College Trigonometry 3
MATH 1113 Pre-Calculus 3

**OCCUPATIONAL COURSES**

COMP 1000 Introduction to Computers 3
CRJU 1010 Introduction to Criminal Justice 3
CRJU 1030 Corrections 3
CRJU 1040 Principles of Law Enforcement 3
CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice 3
CRJU 1068 Criminal Law for Criminal Justice 3
CRJU 2020 Constitutional Law for Criminal Justice 3
CRJU 2050 Criminal Procedure 3
CRJU 2070 Juvenile Justice 3
CRJU 2090 Criminal Justice Practicum 3
OR
CRJU 2100 Criminal Justice Externship 3

XXXX xxxx Occupational Electives 15

**OCCUPATIONAL ELECTIVE COURSES**

CRJU 1021 Private Security 3
CRJU 1043 Probation and Parole 3
CRJU 1050 Police Patrol Operations 3
CRJU 1052 Criminal Justice Administration 3
CRJU 1062 Methods of Criminal Investigation 3
CRJU 1063 Crime Scene Processing 3
CRJU 1065 Community-Oriented Policing 3
CRJU 1075 Report Writing 3
CRJU 2060 Criminology 3

60 minimum semester hour credits required for graduation

Acceptance into the Criminal Justice Degree program does not necessarily guarantee participation in an internship setting. A criminal background check must be completed for the internship site prior to the first day of the internship. Failure to complete and pass this criminal background check to the satisfaction of the internship site will prohibit the internship experience, thus, terminating the student from the program before graduation.

**CULINARY ARTS (CA43)**

*(Replaces CUL3)*

**Program Description:**

The Culinary Arts Degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory 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.

**Program Length:** 5 terms

**Entrance Date:** Every term

**Admissions Requirements**

**Education:** A high school diploma or its equivalent is required.

**Age:** 16 years or older

**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

### DEGREE REQUIREMENTS

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<td>SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1112</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Pre-Calculus</td>
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### OCCUPATIONAL COURSES

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<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Intro to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CUUL 1000</td>
<td>Fundamentals of Culinary Arts</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 1110</td>
<td>Culinary Safety &amp; Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CUUL 1120</td>
<td>Principles of Cooking</td>
<td>6</td>
</tr>
<tr>
<td>CUUL 1220</td>
<td>Baking Principles</td>
<td>5</td>
</tr>
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</table>

### GUIDED ELECTIVES

<table>
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<tr>
<th>COURSE NO.</th>
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<tbody>
<tr>
<td>CUUL 1320</td>
<td>Garde Manger</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 1129</td>
<td>Fundamentals of Restaurant Operations</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 2130</td>
<td>Culinary Practicum &amp; Leadership</td>
<td>6</td>
</tr>
<tr>
<td>CUUL 2140</td>
<td>Advanced Baking &amp; International Cuisine</td>
<td>6</td>
</tr>
<tr>
<td>CUUL 1370</td>
<td>Culinary Nutrition &amp; Menu Development</td>
<td>3</td>
</tr>
<tr>
<td>CUUL 2160</td>
<td>Contemporary Cuisine</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 2190</td>
<td>Principles of Culinary Leadership</td>
<td>4</td>
</tr>
</tbody>
</table>

OR
DRAFTING TECHNOLOGY (DT13)
(Replaces DR03)

Program Description:
The Drafting Technology Associate of Applied Science degree program prepares students for employment in a variety of positions in the drafting field, such as drafter or CAD operator based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

Program Length:  5 terms

Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college's placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

DEGREE REQUIREMENTS

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<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1112</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Pre-Calculus</td>
<td>3</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

OCCUPATIONAL COURSES

65 minimum semester hour credits required for graduation
### Degree Programs

**2014-2015**

#### DFTG 1101
- CAD Fundamentals
- 4

#### DFTG 1103
- Multiview/Basic Dimensioning
- 4

**Choose one of the following specializations:**

### MECHANICAL DRAFTING SPECIALIZATION

- **DFTG 1105**
  - 3D Mechanical Modeling
  - 4

- **DFTG 1107**
  - Advanced Dimensioning/Sectional Views
  - 3

- **DFTG 1109**
  - Auxiliary Views/Surface Development
  - 4

- **DFTG 1111**
  - Fasteners
  - 4

- **DFTG 1113**
  - Assembly Drawings
  - 4

- XXXX xxxx
  - Occupational Electives
  - 15

### ARCHITECTURAL DRAFTING SPECIALIZATION

- **DFTG 1125**
  - Architectural Fundamentals
  - 4

- **DFTG 1127**
  - Architectural 3D Modeling
  - 4

- **DFTG 1129**
  - Residential Drawing I
  - 4

- **DFTG 1131**
  - Residential Drawing II
  - 4

- **DFTG 1133**
  - Commercial Drawing I
  - 4

- XXXX xxxx
  - Occupational Electives
  - 14

### OCCUPATIONAL ELECTIVE COURSES

- **DFTG 2010**
  - Engineering Graphics
  - 4

- **DFTG 2020**
  - Visualization & Graphics
  - 3

- **DFTG 2030**
  - Advanced 3D Modeling—Architectural
  - 4

- **DFTG 2040**
  - Advanced 3D Modeling—Mechanical
  - 4

- **DFTG 2110**
  - Print Reading I
  - 2

- **DFTG 2120**
  - Print Reading II
  - 3

- **DFTG 2130**
  - Manual Drafting Fundamentals
  - 2

- **DFTG 2210**
  - Blueprint Reading for Technical Drawing II
  - 2

- **DFTG 2300**
  - Drafting Technology Practicum/Internship
  - 3

- **DFTG 2400**
  - Drafting Technology Practicum/Internship
  - 4

**60 minimum semester hour credits required for graduation**

---

### EARLY CHILDHOOD CARE/EDUCATION (EC13)

(Replaces 0003)

**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 childhood 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 two areas of specialization: paraprofessional or program administration.
Program Length: 5 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.
Provisional Admission accepted.

DEGREE REQUIREMENTS

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</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
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Select two courses from the following:

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<tbody>
<tr>
<td>ENGL 1102</td>
<td>Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
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</tr>
<tr>
<td>MATH 1112</td>
<td>College Trigonometry</td>
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</tr>
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<td>MATH 1113</td>
<td>Pre-Calculus</td>
<td>3</td>
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</table>

OCCUPATIONAL COURSES

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</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1101</td>
<td>Introduction to Early Childhood Care &amp; Education</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1103</td>
<td>Child Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1105</td>
<td>Health, Safety &amp; Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1112</td>
<td>Curriculum &amp; Assessment</td>
<td>3</td>
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<tr>
<td>ECCE 1113</td>
<td>Creative Activities for Children</td>
<td>3</td>
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<tr>
<td>ECCE 2115</td>
<td>Language &amp; Literacy</td>
<td>3</td>
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<td>ECCE 2116</td>
<td>Math &amp; Science</td>
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<td>ECCE 2201</td>
<td>Exceptionalities</td>
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<tr>
<td>ECCE 2202</td>
<td>Social Issues &amp; Family Involvement</td>
<td>3</td>
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<tr>
<td>ECCE 2203</td>
<td>Guidance &amp; Classroom Management</td>
<td>3</td>
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<tr>
<td>ECCE 1121</td>
<td>ECCE Practicum</td>
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<tr>
<td>ECCE 2240</td>
<td>ECCE Internship</td>
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</table>

Choose one of the following specializations:

PARAPROFESSIONAL SPECIALIZATION

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>PARAPROFESSIONAL SPECIALIZATION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 2310</td>
<td>Paraprofessional Methods &amp; Materials</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 2312</td>
<td>Paraprofessional Roles &amp; Practices</td>
<td>3</td>
</tr>
</tbody>
</table>

PROGRAM ADMINISTRATION

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>PROGRAM ADMINISTRATION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 2320</td>
<td>Program Administration &amp; Facility Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Students enrolled in the Early Childhood Care/Education Degree program will be required to have criminal background checks to satisfaction of the clinical site and a Tuberculosis (TB) skin test prior to participating in a clinical experience or practicum.

ELECTRONICS TECHNOLOGY (ET13)
(Replaces EFA3)

Program Description:
The Electronics Technology Degree program is a sequence of courses designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology associate of Science Degree which qualifies them as electronics technicians with a specialization in general and communication electronics.

Program Length: 5 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

DEGREE REQUIREMENTS

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<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
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OCCUPATIONAL COURSES

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<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
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</tbody>
</table>
Degree Programs

2014-2015

ELCR 1005  Soldering Technology  1
ELCR 1010  Direct Current Circuits  5
ELCR 1020  Alternating Current Circuits  7
ELCR 1030  Solid State Devices  5
ELCR 1040  Digital & Microprocessor Fundamentals  5
ELCR 1060  Linear Integrated Circuits  3

Students are required to complete one of the following Specializations:

Field Occupation Specialization (General Electronics)

XXXX xxxx  Occupationally Related Electives  16

OR

COMMUNICATIONS ELECTRONICS TECHNOLOGY

ELCR 2210  Advanced Circuit Analysis  5
ELCR 2220  Advanced Modulation Techniques  3
ELCR 2230  Antenna & Transmission Lines  3
ELCR 2240  Microwave Communications & Radar  3
ELCR 2250  Optical Communications Techniques  3

60 minimum semester hour credits required for graduation

ENGINEERING TECHNOLOGY (ET33)

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.

Program Length:  4 terms
Entrance Date:   Every term

Admissions Requirements
Education:   A high school diploma or its equivalent is required.
Age:      16 years or older
Placement:   Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

DEGREE REQUIREMENTS

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<td>HIST 1111</td>
<td>World History I</td>
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</tr>
<tr>
<td>HIST 1112</td>
<td>World History II</td>
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OR
MATH 1113 Precalculus 3
MUSC 1101 Music Appreciation 3
OR
ARTS 1101 Art Appreciation 3
ENGL 1105 Technical Communications 3
DFTG 2010 Engineering Graphics 4
ENGL 1102 Literature and Composition 3
SPCH 1101 Public Speaking 3
MATH 1131 Calculus I 4
PHYS 1111 Introductory Physics I 3
PHYS 1111L Introductory Physics Lab I 1
PHYS 1112 Introductory Physics II 3
PHYS 1112L Introductory Physics Lab II 1
CHEM 1211 Chemistry I 3
CHEM 1211L Chemistry Lab I 1

Select ONE of the following Specializations:

**Electrical Engineering Specialization**
MATH 1132 Calculus II 4
ENGT 1000 Intro 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

**Industrial Engineering Specialization**
CIST 2361 C++Programming I 4
MEGT 1010 Manufacturing Processes 3
MEGT 1321 Machining and Welding 2
ACCT 1100 Financial Accounting I 4
MATH 1127 Introduction to Statistics 3
Department Elective 3
Guided Elective 6

**Mechanical Engineering Specialization**
CIST 2361 C++ Programming I 4
MEGT 1010 Manufacturing Processes 3
MEGT 1321 Machining and Welding 2
MATH 1132 Calculus II 4
DFTG 2020 Visualization and Graphics 3
ENGL 2130 American Literature 3
Guided Elective 3

77 minimum semester hour credits required for graduation
Program Description:
The Heavy Equipment Dealers Service Technology Associate degree program is a sequence of courses designed to prepare students for careers in the heavy equipment service and repair profession, specifically for Caterpillar dealers. The program utilizes a curriculum (ThinkBIG) developed by Caterpillar, Inc. and is currently utilized by 19 colleges throughout the world. Learning opportunities in the classroom, lab and internships enable students to develop academic, technical and professional knowledge and skill required for job acquisition, retention, and advancement. The program emphasizes a combination of heavy equipment, engines and a minor emphasis on marine propulsion systems and power generator repair theory and practical application necessary for successful employment. Program graduates receive a Heavy Equipment Dealers Service Technology Associate Degree that qualifies them as entry-level heavy equipment technicians.

Program Length: 5 semesters
Entrance Date: Fall semester

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition &amp; Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
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<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
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Select two core courses from the following:

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<th>COURSE NAME</th>
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<tbody>
<tr>
<td>ENGL 1102</td>
<td>Literature and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1105</td>
<td>Technical Communication</td>
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<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
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</table>

OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CATT 1100</td>
<td>Caterpillar Engine Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CATT 1110</td>
<td>Caterpillar Service Industry</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
<td>3</td>
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<tr>
<td>CATT 1500</td>
<td>CAT Internship I</td>
<td>4</td>
</tr>
<tr>
<td>CATT 1120</td>
<td>Hydraulic Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CATT 1130</td>
<td>Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td>CATT 1140</td>
<td>Electrical Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CATT 1510</td>
<td>CAT Internship II</td>
<td>4</td>
</tr>
<tr>
<td>CATT 1150</td>
<td>Air Conditioning Fundamentals</td>
<td>3</td>
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</table>
CATT 1160  Power Train I  3
CATT 1170  Machine Hydraulic Systems  3
CATT 2500  CAT Internship III  4
CATT 2000  Power Train II  3
CATT 2010  Machine Electronics  3
CATT 2510  CAT Internship IV  4
CATT 2020  Engine Diagnostics & Repair  3
CATT 2030  Machine Diagnostics  3
CATT 2040  Machine Specific  3

77 minimum semester hour credits required for graduation

**HORTICULTURE (EH13)**
(Replaces EH03)

**Program Description:**
The Environmental Horticulture 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.

**Program Length:** 5 terms

**Entrance Date:** Every term

**Admissions Requirements**

**Education:** A high school diploma or its equivalent is required.

**Age:** 16 years or older

**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

**DEGREE REQUIREMENTS**

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<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>(3)</td>
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<tbody>
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<td>Literature and Composition</td>
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</tr>
<tr>
<td>SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1112</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>
MATH 1113  Pre-Calculus  3

**OCCUPATIONAL COURSES**

COMP 1000  Introduction to Computers  3  
HORT 1000  Horticulture Science  3  
HORT 1010  Woody Ornamental Plant Identification  3  
HORT 1020  Herbaceous Plant Identification  3  
HORT 1080  Pest Management  3  
HORT 1150  Environmental Horticulture Internship  3  
XXXX xxxx  Occupational Elective  3  

Choose one of the following specializations:

**GENERAL HORTICULTURE SPECIALIZATION**

HORT 1030  Greenhouse Management  3  
HORT 1040  Landscape Installation  3  
HORT 1050  Nursery Production and Management  3  
HORT 1060  Landscape Design  3  
HORT 1120  Landscape Management  3  
HORT 1140  Horticulture Business Management  3  
HORT 1310  Irrigation  3  
HORT 1330  Turfgrass Management  3  

**LANDSCAPE SPECIALIZATION**

HORT 1040  Landscape Installation  3  
HORT 1060  Landscape Design  3  
HORT 1120  Landscape Management  3  
HORT 1310  Irrigation  3  
HORT 1330  Turfgrass Management  3  
XXXX xxxx  Occupational Electives  9  

**GUIDED ELECTIVE COURSES**

HORT 1160  Landscape Contracting  3  
HORT 1310  Irrigation  3  
HORT 1330  Turfgrass Management  3  
HORT 1410  Soils  3  
HORT 1430  Advanced Landscape Design  3  
HORT 1440  Landscape Grading & Drainage  4  
HORT 1560  Computer-Aided Landscape Design  3  
HORT 1680  Woody Plant Identification II  2  

60 minimum semester hour credits required for graduation

---

**HOTEL/RESTAURANT/TOURISM MANAGEMENT (HM13)**

(Replaces HR03)

**Program Description:**

The Hotel/Restaurant/Tourism Management program prepares students
for employment in a variety of positions in today’s Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Associate of Applied Science Degree.

**Program Length:** 4 terms

**Entrance Date:** Every term

**Admissions Requirements**

**Education:** A high school diploma or its equivalent is required.

**Age:** 16 years or older

**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

### DEGREE REQUIREMENTS

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</tr>
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<td>College Algebra</td>
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</tr>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
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</table>

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<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1112</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Pre-Calculus</td>
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### OCCUPATIONAL COURSES

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<th>COURSE NO.</th>
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<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>HRTM 1100</td>
<td>Introduction to Hotel, Restaurant, and Tourism Management</td>
<td>3</td>
</tr>
<tr>
<td>HRTM 1110</td>
<td>Travel Industry and Travel Geography</td>
<td>3</td>
</tr>
<tr>
<td>HRTM 1140</td>
<td>Hotel Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>HRTM 1150</td>
<td>Event Planning</td>
<td>3</td>
</tr>
<tr>
<td>HRTM 1160</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>HRTM 1201</td>
<td>Hospitality Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HRTM 1210</td>
<td>Hospitality Law</td>
<td>3</td>
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<tr>
<td>HRTM 1220</td>
<td>Supervision and Leadership in the Hospitality Industry</td>
<td>3</td>
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</table>
MARKETING MANAGEMENT (MM13)
(Replaces MM03)

Program Description:
The Marketing Management program is designed to prepare students for employment in a variety of positions in today’s marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management degree with specializations in marketing management, entrepreneurship, or retail management.

Program Length: 5 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

DEGREE REQUIREMENTS

<table>
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<td>American Literature</td>
<td>3</td>
</tr>
<tr>
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<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology OR</td>
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<tr>
<td>PSYC 1101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101</td>
<td>Introduction to Sociology</td>
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</table>

HRTM 1230 Internship 3
HRTM xxxx Hotel/Restaurant/Tourism or Related Elective 15

**60** minimum semester hour credits required for graduation
### Degree Programs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>MATH 1112</td>
<td>College Trigonometry</td>
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<tr>
<td>MATH 1113</td>
<td>Pre-Calculus</td>
<td>3</td>
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<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
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<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
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<tr>
<td>BUSN 1190</td>
<td>Digital Technologies in Business</td>
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<tr>
<td>MGMT 1100</td>
<td>Principles of Management</td>
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<tr>
<td>MKTG 1100</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>MKTG 1130</td>
<td>Business Regulations and Compliance</td>
<td>3</td>
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<tr>
<td>MKTG 1160</td>
<td>Professional Selling</td>
<td>3</td>
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<tr>
<td>MKTG 1190</td>
<td>Integrated Marketing Communication</td>
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<td>MKTG 2090</td>
<td>Marketing Research</td>
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<tr>
<td>MKTG 2300</td>
<td>Marketing Management</td>
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<tr>
<td>MKTG 2290</td>
<td>Marketing Internship/Practicum</td>
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<tr>
<td>XXXX xxxx</td>
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**Choose one of the following specializations:**

#### MARKETING MANAGEMENT SPECIALIZATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MKTG 1370</td>
<td>Consumer Behavior</td>
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<tr>
<td>MKTG 2060</td>
<td>Marketing Channels</td>
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<tr>
<td>MKTG xxxx</td>
<td>Marketing Elective</td>
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**AND Select one of the following electives:**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKTG 1210</td>
<td>Services Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2070</td>
<td>Buying and Merchandising</td>
<td>3</td>
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#### ENTREPRENEURSHIP

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>MKTG 2010</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2210</td>
<td>Entrepreneurship</td>
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#### RETAIL MANAGEMENT

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKTG 1270</td>
<td>Visual Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1370</td>
<td>Consumer Behavior</td>
<td>3</td>
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<tr>
<td>MKTG 2070</td>
<td>Buying and Merchandising</td>
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</tr>
<tr>
<td>MKTG 2270</td>
<td>Retail Operations Management</td>
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<th>Course Title</th>
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<td>BUSN 1300</td>
<td>Introduction to Business</td>
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<tr>
<td>BUSN 1430</td>
<td>Desktop Publication &amp; Presentation Application</td>
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<td>BUSN 2160</td>
<td>Electronic Mail Applications</td>
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</table>

62 minimum semester hour credits required for graduation
NETWORKING SPECIALIST (NS13)  
(Replaces CIN3)

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

Program Length: 6 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

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<td>College Algebra</td>
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</tr>
<tr>
<td>PSYC 1101</td>
<td>Introductory to Psychology</td>
<td>3</td>
</tr>
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<td>OR</td>
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<tr>
<td>SOCI 1101</td>
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<td>Introduction to Computers</td>
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<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
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<td>CIST 1122</td>
<td>Hardware Installation and Maintenance</td>
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<td>CIST xxxx</td>
<td>Operating System Course</td>
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<tr>
<td>CIST xxxx</td>
<td>Security Course</td>
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<td>CIST xxxx</td>
<td>Elective</td>
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</tr>
<tr>
<td>CIST xxxx</td>
<td>Introductory Networking Course</td>
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</tbody>
</table>
Select one Networking course:

- CIST 1401 Computer Networking Fundamentals 4
- CIST 2441 Cisco Networking for Home and Small Businesses 4
- CIST 2451 Cisco Network Fundamentals 4

Choose one of the following specializations:

**MICROSOFT SPECIALIZATION**

- CIST 2411 Microsoft Client 4
- CIST 2412 Microsoft Server Directory Services 4
- CIST 2413 Microsoft Server Infrastructure 4
- CIST xxxx Microsoft Elective 4

**CISCO DISCOVERY SPECIALIZATION**

- CIST 2441 Microsoft Client
- CIST 2442 Cisco Working at a Small-to-Medium Business or ISP 4
- CIST 2443 Cisco Routing & Switching 4
- CIST 2444 Cisco Designing & Supporting Computer Networks 4

**CISCO EXPLORATION SPECIALIZATION**

- CIST 2451 Cisco Network Fundamentals 4
- CIST 2452 Cisco Routing Protocols and Concepts 4
- CIST 2453 LAN Switching & Wireless 4
- CIST 2454 Cisco Accessing the WAN 4

**OCCUPATIONAL GUIDED ELECTIVES**

- CIST 1001 Computer Concepts 4
- CIST 1101 Working with Microsoft Windows 3
- CIST 1102 Keyboarding 3
- CIST 1122 Hardware Install and Maintenance 4
- CIST 1130 Operating Systems Concepts 3
- CIST 1305 Program Design and Development 3
- CIST 1401 Computer Networking Fundamentals 4
- CIST 1601 Information Security Fundamentals 3
- CIST 2120 Supporting Application Software 4
- CIST 2122 A+ Preparation 3
- CIST 2126 Comprehensive Presentations 3
- CIST 2127 Comprehensive Word Processing 3
- CIST 2128 Comprehensive Spreadsheets Techniques 3
- CIST 2129 Comprehensive Database Techniques 4
- CIST 2311 Visual Basic I 4
- CIST 2361 C++ Programming I 4
- CIST 2371 Java Programming I 4
- CIST 2411 Microsoft Client 4
- CIST 2412 Windows Server Administrator 4
- CIST 2413 Microsoft Server Infrastructure 4
CIST 2414 Microsoft Server Administrator 4
CIST 2441 Cisco Network Home & Small Businesses 4
CIST 2442 Cisco Working at Small/Medium Business Or ISP 4
CIST 2443 Cisco Routing and Switching 4
CIST 2444 Cisco Design & Support Computer Networks 4
CIST 2451 Cisco Network Fundamentals 4
CIST 2452 Cisco Routing Protocol and Concept 4
CIST 2453 LAN Switching and Wireless 4
CIST 2454 Cisco Accessing the WAN 4
CIST 2455 Cisco CCNA Security 4
CIST 2510 Web Technologies 3
CIST 2921 IT Analysis Design and Project Manager 4
CIST 2991 CIST Internship I 3
CIST 2992 CIST Internship II 4

Students must complete the required number of Occupational Elective Credit Hours.

66 minimum semester hour credits required for graduation

RECREATION AND LEISURE MANAGEMENT (RA13)
(Replaces RAL3)

Program Description:
The Recreation and Leisure Management degree program prepares students for successful careers in the recreation and leisure management field. Students who successfully complete the program will have the skills to work in various recreation agencies. The student will be able to maintain, manage, and supervise facilities and staff, supervise sports programs and coordinate special events. Graduates of the program will have an understanding of the process for planning and designing recreational facility.

Program Length: 5 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition &amp; Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2130</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>
Degree Programs

2014-2015

PSYC 1101 Introductory Psychology 3
OR
SOCI 1101 Introduction to Sociology 3

Select one course from the following:

ENGL 1102 Literature and Composition 3
PSYC 1101 Introductory Psychology 3
SOCI 1101 Introduction to Sociology 3
SPCH 1101 Public Speaking 3
MATH 1112 College Trigonometry 3
MATH 1113 Pre-Calculus 3

OCCUPATIONAL COURSES

COMP 1000 Introduction to Computers 3
RELM 2010 Introduction to Recreation & Leisure Management 3
RELM 2020 Recreation Leadership & Supervision 3
RELM 2030 Recreation Facility Management & Design 3
RELM 2040 Program Planning in Recreation 3
RELM 2050 Recreation & Leisure Management Internship 8

XXXX xxx Occupational Electives 18
XXXX xxx Sport Electives 4

OCCUPATIONAL ELECTIVE COURSES

ACCT 1100 Financial Accounting I 4
ACCT 1120 Spreadsheet Applications 4
ACCT 2140 Legal Environment of Business 3
BUSN 1190 Digital Technologies in Business 2
BUSN 1410 Spreadsheet Concepts and Applications 4
BUSN 1420 Database Applications 4
BUSN 1430 Desktop Publishing and Presentation Applications 4
CIST 1001 Computer Concepts 4
CRJU 1010 Introduction to Criminal Justice 3
HORT 1330 Turfgrass Management 3

SPORTS ELECTIVES

RELM 2042 Beginning Tennis 2
RELM 2043 Weight Training 2
RELM 2045 Beginning Golf 2
RELM 2046 Volleyball 2

60 minimum semester hour credits required for graduation
DIPLOMA PROGRAMS

Program Length
Program length indicates the minimum number of terms required to complete the program for a full-time student. Factors such as being enrolled as a part-time student or evening student or being required to repeat courses would extend completion time.

Placement
All applicants must take the Institution’s placement test or submit acceptable SAT or ACT test scores. Applicants who do not make the minimum scores for the program of interest may be admitted as a provisional student or a learning support student. This placement will be based on the test scores.

Regular Student: Attained acceptable program scores on the college’s placement test or submitted acceptable SAT or ACT scores.

Provisional Student: Must take Learning Support courses in the area in which test scores indicated a need for improvement. However, a provisional student may also take selected program courses.

Learning Support Student: A student is granted Learning Support status when he/she does not meet the regular or provisional admissions requirements. Students classified in this category are eligible to enroll in Learning Support classes only. The amount of time spent in Learning Support depends upon the individual student.

LEARNING SUPPORT (DV00)

Program Description:
Learning Support is a series of courses designed to assist students in attaining regular program admission by providing them the opportunity to correct deficiencies and/or improve their skills in the areas of reading, English, and mathematics. The aim of the Learning Support Courses is to prepare students for successful participation in occupational/technical programs.

CURRICULUM
All Learning Support course hours are for institutional credit only.

ENGLISH COURSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 0096</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 0097</td>
<td>English II</td>
<td>3</td>
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</table>

READING COURSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ 0096</td>
<td>Reading I</td>
<td>3</td>
</tr>
<tr>
<td>READ 0097</td>
<td>Reading II</td>
<td>3</td>
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</table>
MATH COURSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 0096</td>
<td>Math I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 0097</td>
<td>Math II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 0098</td>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 0099</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

Requirement for Completion
Achievement of academic admission requirements for the program that the student plans to enter.

Diploma Programs Available

<table>
<thead>
<tr>
<th>Program</th>
<th>Length*</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Four</td>
<td>Both</td>
</tr>
<tr>
<td>Air Conditioning Technology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Aircraft Structural Technology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Auto Collision Repair Technology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Aviation Maintenance Technology</td>
<td>Six</td>
<td>Americus</td>
</tr>
<tr>
<td>Avionics Maintenance Technology</td>
<td>Six</td>
<td>Americus</td>
</tr>
<tr>
<td>Barbering</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Business Administrative Technology</td>
<td>Four</td>
<td>Both</td>
</tr>
<tr>
<td>Computer Support Specialist</td>
<td>Four</td>
<td>Both</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Criminal Justice Technology</td>
<td>Four</td>
<td>Both</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Four</td>
<td>Both</td>
</tr>
<tr>
<td>Diesel Equipment Technology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Drafting Technology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Early Childhood Care/Education</td>
<td>Five</td>
<td>Both</td>
</tr>
<tr>
<td>Electrical Systems Technology</td>
<td>Four</td>
<td>Both</td>
</tr>
<tr>
<td>Electronics Technology</td>
<td>Four</td>
<td>Both</td>
</tr>
<tr>
<td>Fire Science Technology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Horticulture</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Industrial Mechanical Systems</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Industrial Systems Technology</td>
<td>Five</td>
<td>Americus</td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Marketing Management</td>
<td>Four</td>
<td>Both</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Five</td>
<td>Both</td>
</tr>
<tr>
<td>Motorsports Vehicle Technology</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Networking Specialist</td>
<td>Five</td>
<td>Both</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Five</td>
<td>Both</td>
</tr>
<tr>
<td>Recreation and Leisure Management</td>
<td>Four</td>
<td>Americus</td>
</tr>
<tr>
<td>Welding &amp; Joining Technology</td>
<td>Four</td>
<td>Both</td>
</tr>
</tbody>
</table>

*minimum length

ACCOUNTING (AC12)
(Replaces AC02)

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.

**Program Length:** 4 terms

**Entrance Date:** Every term

**Admissions Requirements**

**Education:** A high school diploma or its equivalent is required.

**Age:** 16 years or older

**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

**CURRICULUM**

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations &amp; Professional Development</td>
<td>2</td>
</tr>
</tbody>
</table>

**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1105</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1115</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1120</td>
<td>Spreadsheet Application</td>
<td>4</td>
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<tr>
<td>ACCT 1125</td>
<td>Individual Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1130</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT XXXX</td>
<td>Accounting Electives</td>
<td>3</td>
</tr>
<tr>
<td>ACCT XXXX</td>
<td>Specific Occupational Guided Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Students must complete a minimum of three (3) credit hours from the Occupational Electives listed AND complete a minimum of three (3) credit hours of Occupationally Related Courses listed approved by the advisor.

**OCCUPATIONAL ELECTIVE COURSES**

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2100</td>
<td>Accounting Internship I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 2105</td>
<td>Accounting Internship II</td>
<td>8</td>
</tr>
<tr>
<td>ACCT 2110</td>
<td>Accounting Simulation</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2115</td>
<td>Bookkeeper Certification Review</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2120</td>
<td>Business Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2130</td>
<td>Integrated Accounting Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2140</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2145</td>
<td>Legal Environment of Business</td>
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</tr>
</tbody>
</table>
Diploma Programs

2014-2015

BUSN 1100 Introduction to Keyboarding 3
BUSN 1400 Word Processing Applications 4
BUSN 1210 Electronic Calculators 2
MKTG 1100 Principles of Marketing 3
MGMT 1100 Principles of Management 3
MKTG 1130 Business Regulations and Compliance 3
MKTG 1160 Professional Selling 3
MKTG 1190 Promotion and Marketing Communication 3
MKTG 1270 Visual Merchandising 3
MKTG 2070 Buying and Merchandising 3
MKTG 2210 Entrepreneurship 6

42 minimum semester hour credits required for graduation

AIR CONDITIONING TECHNOLOGY (ACT2)
(Replaces AI02)

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.

Program Length: 4 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>2</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>AIRC 1005 Refrigeration Fundamentals</td>
<td>4</td>
</tr>
</tbody>
</table>
AIRC 1010 Refrigeration Principles and Practices 4
AIRC 1020 Refrigeration Systems Components 4
AIRC 1030 HVACR Electrical Fundamentals 4
AIRC 1040 HVACR Electrical Motors 4
AIRC 1050 HVACR Electrical Components And Controls 4
AIRC 1060 Air Conditioning Systems Application & Installation 4
AIRC 1070 Gas Heat 4
AIRC 1080 Heat Pumps & Related Systems 4
AIRC 1090 Troubleshooting Air-Conditioning System 4

51 minimum semester hour credits required for graduation

AIRCRAFT STRUCTURAL TECHNOLOGY (AST2)
(Replaces AR02)

Program Description:
The Aircraft Structural Technology program is a sequence of courses that prepares students for careers in aircraft structures manufacture and repair. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of aircraft structural theory and practical application necessary for successful employment. Program graduates receive an Aircraft Structural Technology diploma and are qualified as aircraft structural specialists.

Program Length: 4 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
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</tr>
<tr>
<td>COMP 1000</td>
<td>Introductions to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>
2014-2015

Diploma Programs

ASTT 1010  Basic Blueprint Reading  4
ASTT 1030  Structural Fundamentals  6
ASTT 1020  Aircraft Blueprint Reading  3
ASTT 1040  Structural Layout and Fabrication  5
ASTT 1050  Aerospace Quality Management  3
ASTT 1070  Aerodynamics  2
ASTT 1100  Sealants  2
ASTT 1090  Composites and Bonded Structures  4
ASTT 1110  Corrosion Control  5
ASTT 1120  Aircraft Metallurgy  4
ASTT 1180  Aircraft Technical Publications  3

52 minimum semester hour credits required for graduation

AUTO COLLISION REPAIR (ACR2)
(Replaces AU02)

Program Description:
The Automotive Collision Repair program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive painting and refinishing 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.

Program Length: 4 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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<tr>
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<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations &amp; Professional Development</td>
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</tr>
</tbody>
</table>
OCCUPATIONAL COURSES

COMP 1000  Introductions to Computers  3
ACRP 1000  Introduction to Auto Collision Repair  4
ACRP 1005  Automobile Component Repair & Replacement  4
ACRP 1010  Foundations of Collision Repair  5
ACRP 1015  Fundamentals of Automotive Welding  4
ACRP 1018  Mechanical & Electrical Systems  4

AND

Completion of one of the following specializations is required for graduation.

REFINISHING SPECIALIZATION

ACRP 2000  Introduction to Refinishing  5
ACRP 2005  Fundamentals of Refinishing I  5
ACRP 2008  Fundamentals of Refinishing II  3
ACRP 2009  Refinishing Internship  3

MAJOR COLLISION REPAIR SPECIALIZATION

ACRP 2010  Major Collision Repair  5
ACRP 2015  Major Collision Replacements  5
ACRP 2019  Major Collision Repair Internship  3

45 minimum semester hour credits required for graduation

AUTOMOTIVE TECHNOLOGY (AT14)
(Replaces UTA4)

Program Description:
The Automotive Technology 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 Auto Technology diploma that qualifies them as well rounded entry-level technicians.

Program Length:  5 terms
Entrance Date:  Every term
Admissions Requirements
Education:  A high school diploma or its equivalent is required.
Age:  16 years or older
Placement:  Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.
Provisional Admission accepted.

### CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relation &amp; Professional Development</td>
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### OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introductions to Computers</td>
<td>3</td>
</tr>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2</td>
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<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
<td>7</td>
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<tr>
<td>AUTT 1030</td>
<td>Automotive Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTT 1050</td>
<td>Automotive Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUTT 1040</td>
<td>Automotive Engine Performance</td>
<td>7</td>
</tr>
<tr>
<td>AUTT 2020</td>
<td>Automotive Manual Drive Train and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AUTT 2030</td>
<td>Automotive Automatic Transmissions and Transaxles</td>
<td>5</td>
</tr>
<tr>
<td>AUTT 1060</td>
<td>Automotive Climate Control Systems</td>
<td>5</td>
</tr>
<tr>
<td>AUTT 2010</td>
<td>Automotive Engine Repair</td>
<td>6</td>
</tr>
<tr>
<td>*AUTT 1070</td>
<td>Automotive Technology Internship</td>
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</tr>
</tbody>
</table>
*Optional course that may be taken by the student with approval from the Program Director

55 minimum semester hour credits required for graduation

### AVIATION MAINTENANCE TECHNOLOGY (AM34) (Replaces AV04)

**Program Description:**
The Aviation Maintenance Technology diploma program is intended to provide students with an introduction to the occupational area of aviation maintenance as currently understood and practiced by Federal Aviation Administration (FAA) mechanic certificate holders with airframe and/or power plant ratings. In addition, the combined power plant and airframe curriculum is designed to provide students with the technical knowledge and skills required to diagnose problems and repair aircraft power plants, both reciprocating and turbine, their systems and components; and airframes, both metal and wood, their systems and components. Satisfactory completion of all program courses entitles students to participate in FAA power plant and airframe examinations and certification processes.

- **Program Length:** 6 terms
- **Entrance Date:** Fall & Spring terms
- **Admissions Requirements**

118
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

## CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
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<tr>
<td>ENGL 1010</td>
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<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
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### OCCUPATIONAL COURSES

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<td>Aircraft Maintenance Regulations</td>
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<tr>
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<td>Airframe Sheet Metal and Non-Metallic Structures</td>
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<tr>
<td>AVMT 2030</td>
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<tr>
<td>AVMT 2040</td>
<td>Airframe Assembly &amp; Rigging</td>
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<td>Aircraft Hydraulic &amp; Pneumatic Systems</td>
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<td>AVMT 2070</td>
<td>Aircraft Landing Gear Systems</td>
<td>3</td>
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<tr>
<td>AVMT 2095</td>
<td>Aircraft Communication and Navigation Systems</td>
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<td>AVMT 2080</td>
<td>Aircraft Environmental Control Systems</td>
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<td>AVMT 2085</td>
<td>Aircraft Fuel &amp; Instrument Systems</td>
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<td>AVMT 2270</td>
<td>Powerplant Instruments, Fire Protection &amp; Electrical Systems</td>
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<td>Powerplant Ignition &amp; Starting Systems</td>
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<td>AVMT 2280</td>
<td>Aircraft Powerplant Accessory Systems</td>
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<tr>
<td>AVMT 2285</td>
<td>Aircraft Propeller Systems</td>
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<td>AVMT 2250</td>
<td>Aircraft Engine Inspection</td>
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</table>

95 minimum semester hour credits required for graduation
AVIONICS MAINTENANCE TECHNOLOGY (AM44)  
(Replaces A004)

Program Description:
The Avionics Maintenance Technology diploma program is a sequence of courses designed to prepare students to work in the field of avionics maintenance technology. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of aircraft airframe and avionics theory and practical application necessary for successful employment. Program graduates receive an Avionics Maintenance Technology diploma that qualifies them as avionics technicians and prepares them to sit for the Federal Aviation Administration (FAA) Airframe certification exams as well as the Federal Communication Commission (FCC) and General Radio Operating License (GROL) exam.

Program Length: 6 terms
Entrance Date: Please call Admissions at 229.931.2760.

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM

<table>
<thead>
<tr>
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OCCUPATIONAL COURSES

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Diploma Programs

AVMT 2050  Airframe Inspection  4
AVMT 2080  Aircraft Environmental Control Systems  3
AVMT 2085  Aircraft Fuel & Instrument Systems  3
AVMT 2090  Aircraft Electrical Systems  4
AVMT 2095  Aircraft Communication & Navigation Systems  2
AVIO 1010  Basic Electronics  4
AVIO 1020  Avionics Maintenance Practices  3
AVIO 1030  Advanced Electronics  4
AVIO 1040  Digital Electronics  4
AVIO 1060  Aircraft Logic Systems  4
AVIO 1070  Aircraft Communication System  5
AVIO 1080  Navigation Systems  5
AVIO 1090  Flight Director and Autopilot Systems  4

95 minimum semester hour credits required for graduation

BARBERING (BA12)
(Replaces BA02)

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, hair-cutting 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.

Program Length:        4 terms
Entrance Date:         Every term
Admissions Requirements
Education:             A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.
Age:                  16 years or older
Placement:            Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Only Regular Admission students are accepted.

CURRICULUM

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<tr>
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</table>
MATH 1012  Foundations of Mathematics 3
EMPL 1000  Interpersonal Relations and Professional Development 2

**OCCUPATIONAL COURSES**

COMP 1000  Introductions to Computers 3
BARB 1000  Introduction to Barber/Styling Implements 3
BARB 1010  Science: Sterilization, Sanitation & Bacteriology 3
BARB 1020  Introduction to Haircutting and Shampooing 5
BARB 1030  Haircutting/Basic Styling 3
BARB 1040  Shaving 2
BARB 1050  Science: Anatomy & Physiology 3
BARB 1060  Introduction to Color Theory Color Application 3
BARB 1070  Chemical Restructuring of Hair 5
BARB 1080  Advanced Haircutting/Styling 5
BARB 1090  Structures of Skin, Scalp, Hair & Facial Treatments 3
BARB 1100  Barber/Styling Practicum & Internship 3
BARB 1110  Shop Management/Ownership 3

52 minimum semester hour credits required for graduation

**BUSINESS ADMINISTRATIVE TECHNOLOGY (BA22)**

(Replaces BAT2)

**Program Description:**
The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology 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 Administrative Assistant or Medical Administrative Assistant.

**Program Length:** 4 terms
2014-2015

Diploma Programs

Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

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<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
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<tr>
<td>BUSN 1400</td>
<td>Word Processing Applications</td>
<td>4</td>
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<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
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<tr>
<td>BUSN 2190</td>
<td>Business Document Proofreading &amp; Editing</td>
<td>3</td>
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<tr>
<td>ACCT 1100</td>
<td>Financial Accounting</td>
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Select one of the following specializations:

BUSINESS ADMINISTRATIVE ASSISTANT

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
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<tbody>
<tr>
<td>BUSN 1190</td>
<td>Digital Technologies in Business</td>
<td>2</td>
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<tr>
<td>BUSN 1240</td>
<td>Office Procedures</td>
<td>3</td>
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<tr>
<td>BUSN 1410</td>
<td>Spreadsheet Concepts &amp; Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1430</td>
<td>Desktop Publishing &amp; Presentation Application</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2160</td>
<td>Electronic Mail Applications</td>
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<tr>
<td>BUSN 2210</td>
<td>Applied Office Procedures</td>
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<tr>
<td>BUSN xxxx</td>
<td>Specific Occupational Guided Electives</td>
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MEDICAL ADMINISTRATIVE ASSISTANT

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<tbody>
<tr>
<td>MAST 1120</td>
<td>Human Pathological Conditions in the Medical Office</td>
<td>3</td>
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<tr>
<td>BUSN 2340</td>
<td>Medical Administrative Procedure</td>
<td>4</td>
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<tr>
<td>BUSN 2370</td>
<td>Medical Office Billing/Coding/Insurance</td>
<td>3</td>
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<tr>
<td>ALHS 1011</td>
<td>Anatomy &amp; Physiology</td>
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<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
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<tr>
<td>BUSN xxxx</td>
<td>Specific Occupational Guided Electives</td>
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Students must complete a minimum of nine (9) hours from the Guided Elective Courses listed below:

GUIDED ELECTIVE COURSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
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</thead>
<tbody>
<tr>
<td>BUSN 1100</td>
<td>Introduction to Keyboarding</td>
<td>3</td>
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</table>
BUSN 1200 Machine Transcription 3
BUSN 1210 Electronic Calculators 2
BUSN 1300 Introduction to Business 3
BUSN 2240 Business Administrative Assistant Internship I 4
BUSN 2250 Business Administrative Assistant Internship II 6
BUSN 2320 Medical Document Processing/Transcription 4
BUSN 2370 Medical Office Billing/Coding/Insurance 3
BUSN 2340 Medical Administrative Procedures 4

50 minimum semester hour credits required for graduation

COMPUTER SUPPORT SPECIALIST (CS14)
(Replaces CMU4)

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

Program Length: 4 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

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<tr>
<td>CIST 1001</td>
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<td>Credits</td>
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<tr>
<td>CIST 1305</td>
<td>Program Design &amp; Development</td>
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<td>CIST xxx</td>
<td>Operating Systems Course</td>
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<td>CIST xxx</td>
<td>Database Elective Course</td>
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<tr>
<td>CIST xxx</td>
<td>Introductory Networking Course</td>
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<tr>
<td>CIST xxx</td>
<td>Guided Office Productivity Application Course</td>
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<td>CIST xxx</td>
<td>CIS Elective</td>
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**Select one Networking course:**

- CIST 1401 Computer Networking Fundamentals - 4
- CIST 2441 Cisco Networking for Home and Small Businesses - 4
- CIST 2451 Cisco Network Fundamentals - 4

**AND**

- CIST 1122 Hardware Installation and Maintenance - 4
- CIST 1601 Information Security Fundamentals - 3
- CIST 2921 IT Analysis, Design & Project Management - 4

Students must complete the required number of Occupational Elective credit hours.

**OCCUPATIONAL ELECTIVE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
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<tr>
<td>CIST 1101</td>
<td>Working with Microsoft Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1102</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1122</td>
<td>Hardware Install and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1130</td>
<td>Operating Systems Concepts</td>
<td>3</td>
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<tr>
<td>CIST 1305</td>
<td>Program Design and Development</td>
<td>3</td>
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<tr>
<td>CIST 1401</td>
<td>Computer Networking Fundamentals</td>
<td>4</td>
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<tr>
<td>CIST 1601</td>
<td>Information Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2120</td>
<td>Supporting Application Software</td>
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<tr>
<td>CIST 2122</td>
<td>A+ Preparation</td>
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<td>CIST 2126</td>
<td>Comprehensive Presentations</td>
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<tr>
<td>CIST 2127</td>
<td>Comprehensive Word Processing</td>
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<td>CIST 2128</td>
<td>Comprehensive Spreadsheets Techniques</td>
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<td>CIST 2129</td>
<td>Comprehensive Database Techniques</td>
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<td>CIST 2311</td>
<td>Visual Basic I</td>
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<td>CIST 2361</td>
<td>C++ Programming I</td>
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<td>CIST 2371</td>
<td>Java Programming I</td>
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<td>CIST 2411</td>
<td>Microsoft Client</td>
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<tr>
<td>CIST 2412</td>
<td>Microsoft Server Directory Services</td>
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<td>CIST 2413</td>
<td>Microsoft Server Infrastructure</td>
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<td>CIST 2414</td>
<td>Microsoft Server Administrator</td>
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<tr>
<td>CIST 2441</td>
<td>Cisco Networking for Home &amp; Small Businesses</td>
<td>4</td>
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<tr>
<td>CIST 2442</td>
<td>Cisco Working at Small-to-Medium Business or ISP</td>
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<tr>
<td>CIST 2443</td>
<td>Cisco Routing and Switching</td>
<td>4</td>
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<tr>
<td>CIST 2444</td>
<td>Cisco Designing &amp; Supporting Computer Networks</td>
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</tbody>
</table>
COSMETOLOGY (CO12)

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

Program Length: 3 terms
Entrance Date: Fall and Spring terms
Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college's placement test or submission of acceptable SAT or ACT scores.

Only Regular Admission students are accepted.

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<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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<td>MATH 1012</td>
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<tr>
<th>OCCUPATIONAL COURSES</th>
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<tbody>
<tr>
<td>COMP 1000</td>
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</table>

55 minimum semester hour credits required for graduation
### COSMETOLOGY DIPLOMA PROGRAMS

- COSM 1000 Introduction to Cosmetology Theory 4
- COSM 1010 Chemical Texture Services 3
- COSM 1020 Hair Care & Treatment 2
- 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 Cosmetology Practicum I 4
- COSM 1090 Cosmetology Practicum II 4
- COSM 1100 Cosmetology Practicum III 4
- COSM 1110 Cosmetology Practicum IV 4
- COSM 1120 Salon Management 3

54 minimum semester hour credits required for graduation

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### CRIMINAL JUSTICE TECHNOLOGY (CJT2)

(Replaces CJ02)

**Program Description:**

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

**Program Length:** 4 terms

**Entrance Date:** Every term

**Admissions Requirements**

- **Education:** A high school diploma or its equivalent is required.
- **Age:** 16 years or older
- **Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Only Regular Admission students are accepted.

### CURRICULUM

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</table>
MATH 1012  Foundations of Mathematics 3
PSYC 1010  Basic Psychology 3

OCCUPATIONAL COURSES

COMP 1000  Introduction to Computers 3
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
CRJU 2090  Criminal Justice Practicum 3
OR
CRJU 2100  Criminal Justice Externship 3
XXXX xxxx  Occupational Electives 9

Students must complete a minimum of nine (9) hours from the Occupational Electives course list.

OCCUPATIONAL ELECTIVE COURSES

CRJU 1021  Private Security 3
CRJU 1043  Probation and Parole 3
CRJU 1050  Police Patrol Operations 3
CRJU 1052  Criminal Justice Administration 3
CRJU 1062  Methods of Criminal Investigation 3
CRJU 1063  Crime Scene Processing 3
CRJU 1065  Community-Oriented Policing 3
CRJU 1075  Report Writing 3
CRJU 2060  Criminology 3

48 minimum quarter hour credits required for graduation

Acceptance into the Criminal Justice Diploma program does not necessarily guarantee participation in an internship setting. A criminal background check must be completed for the internship site prior to the first day of the internship. Failure to complete and pass this criminal background check to the satisfaction of the internship site will prohibit the internship experience, thus, terminating the student from the program before graduation.

CULINARY ARTS (CA44)
(Replaces CUL4)

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.

**Program Length:** 4 terms  
**Entrance Date:** Every term  

**Admissions Requirements**  
**Education:** A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.  
**Age:** 16 years or older  
**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.  
Provisional Admission accepted.

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<td>CUUL 1000</td>
<td>Fundamentals of Culinary Arts</td>
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<td>CUUL 1110</td>
<td>Culinary Safety &amp; Sanitation</td>
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<tr>
<td>CUUL 1120</td>
<td>Principles of Cooking</td>
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<tr>
<td>CUUL 1220</td>
<td>Baking Principles</td>
<td>4</td>
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<tr>
<td>CUUL 1320</td>
<td>Garde Manger</td>
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<tr>
<td>CUUL 1129</td>
<td>Fundamentals of Restaurant Operations</td>
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<td>CUUL 1320</td>
<td>Garde Manager</td>
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<tr>
<td>CUUL 1370</td>
<td>Culinary Nutrition &amp; Menu Development</td>
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<tr>
<td>MGMT 1115</td>
<td>Leadership</td>
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**OR**

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<tr>
<td>CUUL 2190</td>
<td>Principles of Culinary Leadership</td>
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**OCCUPATIONAL COURSES**

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<td>CUUL 2130</td>
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<tr>
<td>CUUL 2140</td>
<td>Advanced Baking &amp; International Cuisine</td>
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<td>CUUL 2160</td>
<td>Contemporary Cuisine</td>
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<td>CUUL 2190</td>
<td>Culinary Leadership</td>
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<td>OR</td>
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<td>MGMT 1115</td>
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<td>XXXX xxxx</td>
<td>Occupationally Related Electives</td>
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DIESEL EQUIPMENT TECHNOLOGY (DET4)
(Replaces QP04)

Program Description:
The Diesel Equipment Technology program is a sequence of courses designed to prepare students for careers in the diesel equipment service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of truck, heavy equipment, marine systems, or emergency power generator repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry-level Diesel Equipment technicians.

Program Length: 4 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM

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<td>DIET 1000</td>
<td>Introduction to Diesel Technology</td>
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<td>Tools, &amp; Safety</td>
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<td>DIET 1010</td>
<td>Diesel Electrical &amp; Electronic Systems</td>
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<td>DIET 1020</td>
<td>Preventive Maintenance</td>
<td>5</td>
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<td>DIET 1030</td>
<td>Diesel Engines</td>
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<td>DIET 1040</td>
<td>Diesel Truck &amp; Heavy Equipment</td>
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<td></td>
<td>HVAC Systems</td>
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</table>

Choose one of the following specializations:

MEDIUM/HEAVY TRUCK
DRAFTING TECHNOLOGY (DT12)
(Replaces DR02)

Program Description:
The Drafting Technology program prepares students for employment in a variety of positions in the drafting field, such as drafter, CAD operator or Civil Tech based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

Program Length: 4 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

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<td>MATH 1013</td>
<td>Algebraic Concepts</td>
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<td>MATH 1015</td>
<td>Geometry and Trigonometry</td>
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<td>DFTG 1101</td>
<td>CAD Fundamentals</td>
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<tr>
<td>DFTG 1103</td>
<td>Multiview/Basic Dimensioning</td>
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</table>

AND

Completion of one of the following specializations is required for graduation.

DIET 2000 Truck Steering & Suspension System 4
DIET 2010 Truck Brake Systems 4
DIET 2020 Truck Drivetrains 6

HEAVY EQUIPMENT SPECIALIZATION

DIET 2001 Heavy Equipment Hydraulics 6
DIET 2011 Off Road Drivelines 6

48 minimum semester hour credits required for graduation.
MECHANICAL DRAFTING SPECIALIZATION

DFTG 1105 3D Mechanical Modeling 4
DFTG 1107 Advanced Dimensioning/Sectional Views 3
DFTG 1109 Auxiliary Views/Surface Development 4
DFTG 1111 Fasteners 4
DFTG 1113 Assembly Drawings 4
DFTG xxxx Occupational Electives 9

ARCHITECTURAL DRAFTING SPECIALIZATION

DFTG 1125 Architectural Fundamentals 4
DFTG 1127 Architectural 3D Modeling 4
DFTG 1129 Residential Drawing I 4
DFTG 1131 Residential Drawing II 4
DFTG 1133 Commercial Drawing I 4
DFTG xxxx Occupational Electives 8

Students must complete the appropriate number of credits from the Occupational Electives for the specific specialization.

OCCUPATIONAL ELECTIVE COURSES

DFTG 2010 Engineering Graphics 4
DFTG 2020 Visualization & Graphics 3
DFTG 2030 Advanced 3D Modeling—Architectural 4
DFTG 2040 Advanced 3D Modeling—Mechanical 4
DFTG 2110 Blueprint Reading for Technical Drawing I 2
DFTG 2120 Print Reading for Architecture 3
DFTG 2130 Manual Drafting Fundamentals 2
DFTG 2210 Blueprint Reading for Technical Drawing II 2
DFTG 2300 Drafting Technology Practicum/Internship 3 3
DFTG 2400 Drafting Technology Practicum/Internship 4 4

50 minimum semester hour credits required for graduation

EARLY CHILDHOOD CARE/EDUCATION (ECC2)
(Replaces 0002)

Program Description:
The Early Childhood Care and Education 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 childhood care/education settings including child care centers, Head Start, and Georgia Pre-K programs.

Program Length: 4 terms
Entrance Date: Every term
**Admissions Requirements**

**Education:** A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.

**Age:** 16 years or older

**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

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<td>Introduction to Early Childhood Care &amp; Education</td>
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<td>ECCE 1103</td>
<td>Child Growth &amp; Development</td>
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<td>ECCE 1105</td>
<td>Health, Safety &amp; Nutrition</td>
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<td>ECCE 1112</td>
<td>Curriculum &amp; Assessment</td>
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<td>Creative Activities for Children</td>
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<td>ECCE Practicum</td>
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<td>Social Issues &amp; Family Involvement</td>
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<td>Guidance &amp; Classroom Management</td>
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<td>ECCE 2240</td>
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53 minimum quarter hour credits required for graduation

Students enrolled in the Early Childhood Care and Education Diploma will be required to have criminal background checks to satisfaction of the clinical site and a Tuberculosis (TB) skin test prior to participating in a clinical experience or practicum.

**ELECTRICAL SYSTEMS TECHNOLOGY (ES12)**

**Program Description:**

The Electrical Systems Technology program is a sequence of courses designed to prepare students for careers in residential and commercial electrical industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive an Electrical Systems Technology diploma and have the
qualifications of a Residential and Commercial Electrician.

**Program Length:** 5 terms  
**Entrance Date:** Every term  

**Admissions Requirements**  
**Education:** A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.  
**Age:** 16 years or older  
**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

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<td>ELTR 1060</td>
<td>Electrical Prints, Schematics and Symbols</td>
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<td>ELTR 1180</td>
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AND

Completion of one of the following specializations is required for graduation.

**ELECTRICAL CONSTRUCTION & MAINTENANCE**

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Choose a minimum of four (4) credits:

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<td>ELTR 1520</td>
<td>Grounding and Bonding</td>
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<td>ELTR 1510</td>
<td>Electrical Worker</td>
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<td>ELTR 1530</td>
<td>Conduit Sizing</td>
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<tr>
<td>ELTR 1540</td>
<td>Wire Pulling and Codes</td>
</tr>
<tr>
<td>ELTR 1525</td>
<td>Photovoltaic Systems</td>
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</table>
INDUSTRIAL ELECTRICAL TECHNOLOGY
ELTR 1220 Industrial PL Cs 4
ELTR 1250 Diagnostic Troubleshooting 2
ELTR 1270 National Electrical Code 4
Industrial Applications

43 minimum semester hour credits required for graduation

ELECTRONICS TECHNOLOGY (ET14)
(Replaces EFA4)

Program Description:
The Electronics Technology program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of communications, mathematics, computer literacy, and interpersonal relations. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems. Program graduates receive an Electronics Technology Diploma which qualifies them as electronics technicians with a specialization in general electronics or communications electronics.

Program Length: 4 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

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<td>MATH 1017</td>
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OCCUPATIONAL COURSES

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Diploma Programs

2014-2015

ELCR 1005  Soldering Technology  1
ELCR 1010  Direct Current Circuits  5
ELCR 1020  Alternating Current Circuits  7
ELCR 1030  Solid State Devices  5
ELCR 1040  Digital & Microprocessor Fundamentals  5
ELCR 1060  Linear Integrated Circuits  3

Students are required to complete one of the following specializations:

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<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>XXXX xxxx</td>
<td>Occupationally Related Electives</td>
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COMMUNICATIONS ELECTRONICS TECHNOLOGY

ELCR 2210  Advanced Circuit Analysis  5
ELCR 2220  Advanced Modulation Techniques  3
ELCR 2230  Antenna & Transmission Lines  3
ELCR 2240  Microwave Communications & Radar  3
ELCR 2250  Optical Communications Techniques  3

56 minimum semester hour credits required for graduation

FIRE SCIENCE TECHNOLOGY (FST2)

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.

Program Length: 4 terms

Entrance Date: Every term

Admissions Requirements

Education: A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.

Age: 16 years or older

Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM
### Diploma Programs

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English</td>
<td>3</td>
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<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
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<tr>
<td>PSYC 1010</td>
<td>Basic Psychology</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>FRSC 1100</td>
<td>Introduction to the Fire Service</td>
<td>3</td>
</tr>
<tr>
<td>FRSC 1110</td>
<td>Fire Administration-Supervision and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>FRSC 1121</td>
<td>Firefighting Strategy and Tactics</td>
<td>3</td>
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<tr>
<td>FRSC 1132</td>
<td>Fire Service Instructor</td>
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<tr>
<td>FRSC 1141</td>
<td>Hazardous Materials Operations</td>
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<tr>
<td>FRSC 1151</td>
<td>Fire Prevention &amp; Inspection</td>
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<tr>
<td>FRSC 1161</td>
<td>Fire Service Safety and Loss Control</td>
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<td>FRSC 2100</td>
<td>Fire Administration Management</td>
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<td>FRSC 2110</td>
<td>Fire Service Hydraulics</td>
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<td>FRSC 2120</td>
<td>Fire Protection Systems</td>
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<td>FRSC 2130</td>
<td>Fire Service Building Construction</td>
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<td>FRSC 2141</td>
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<td>FRSC 2170</td>
<td>Fire and Arson Investigation</td>
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</table>

55 minimum semester hour credits required for graduation

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**HORTICULTURE (EH12)**

(Replaces EH02)

**Program Description:**

The Horticulture 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.

**Program Length:** 4 terms

**Entrance Date:** Every term

**Admissions Requirements**

**Education:** A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.

**Age:** 16 years or older

**Placement:** Achievement of appropriate scores on the college's placement test or submission of acceptable SAT or
ACT scores.
Provisional Admission accepted.

CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
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<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
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OCCUPATIONAL COURSES

<table>
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<tr>
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<td>Introduction to Computers</td>
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<tr>
<td>HORT 1000</td>
<td>Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1010</td>
<td>Woody Ornamental Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1020</td>
<td>Herbaceous Plant Identification</td>
<td>3</td>
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<tr>
<td>HORT 1080</td>
<td>Pest Management</td>
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<td>HORT 1150</td>
<td>Environmental Horticulture Internship</td>
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<td>XXXXxxx</td>
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AND

Completion of one of the following specializations is required for graduation.

GENERAL HORTICULTURE SPECIALIZATION

The student selects fifteen (15) credits from the following list based on the advisor’s recommendation.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
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<tbody>
<tr>
<td>HORT 1030</td>
<td>Greenhouse Management</td>
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<tr>
<td>HORT 1040</td>
<td>Landscape Installation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1050</td>
<td>Nursery Production and Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1060</td>
<td>Landscape Design</td>
<td>3</td>
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<tr>
<td>HORT 1120</td>
<td>Landscape Management</td>
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<tr>
<td>HORT 1140</td>
<td>Horticulture Business Management</td>
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<tr>
<td>HORT 1310</td>
<td>Irrigation</td>
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<td>HORT 1330</td>
<td>Turfgrass Management</td>
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</table>

OR

LANDSCAPE SPECIALIZATION

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<tbody>
<tr>
<td>HORT 1040</td>
<td>Landscape Installation</td>
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<tr>
<td>HORT 1060</td>
<td>Landscape Design</td>
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</tr>
<tr>
<td>HORT 1120</td>
<td>Landscape Management</td>
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<tr>
<td>HORT 1330</td>
<td>Turfgrass Management</td>
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<td>HORT 1310</td>
<td>Irrigation</td>
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OCCUPATIONAL ELECTIVE COURSES

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<tbody>
<tr>
<td>HORT 1160</td>
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<td>HORT 1310</td>
<td>Irrigation</td>
<td>3</td>
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<tr>
<td>HORT 1330</td>
<td>Turfgrass Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1410</td>
<td>Soils</td>
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<tr>
<td>HORT 1430</td>
<td>Advanced Landscape Design</td>
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<tr>
<td>HORT 1440</td>
<td>Landscape Grading &amp; Drainage</td>
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<tr>
<td>HORT 1560</td>
<td>Computer-Aided Landscape Design</td>
<td>3</td>
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</table>
HORT 1680 Woody Plant Identification II 2

44 minimum semester hour credits required for graduation

HOTEL/RESTAURANT/TOURISM MANAGEMENT (HM12)
(Replaces HR02)

Program Description:
The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today’s Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Diploma.

Program Length: 4 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
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<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
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</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
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OCCUPATIONAL COURSES

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<th>CREDITS</th>
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</thead>
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<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>HRTM 1100</td>
<td>Introduction to Hotel, Restaurant, and Tourism Management</td>
<td>3</td>
</tr>
<tr>
<td>HRTM 1110</td>
<td>Travel Industry and Travel Geography</td>
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<tr>
<td>HRTM 1140</td>
<td>Hotel Operations Management</td>
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<td>HRTM 1150</td>
<td>Event Planning</td>
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<tr>
<td>HRTM 1160</td>
<td>Food and Beverage Management</td>
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## 2014-2015

**Diploma Programs**

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<th>Course Title</th>
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</tr>
<tr>
<td>HRTM 1210</td>
<td>Hospitality Law</td>
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<td>HRTM 1220</td>
<td>Supervision and Leadership in the Hospitality Industry</td>
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</table>

44 minimum semester hour credits required for graduation

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### INDUSTRIAL MECHANICAL SYSTEMS (IMS2)  
(Replaces MEH2)

**Program Description:**
The Industrial Mechanical Systems program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive an Industrial Mechanical Systems diploma that qualifies them for employment as an industrial maintenance mechanic.

**Program Length:** 4 terms  
**Entrance Date:** Every term

**Admissions Requirements**

**Education:** A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.

**Age:** 16 years or older

**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

### CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
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<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations &amp; Professional Development</td>
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### OCCUPATIONAL COURSES

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP 1000</td>
<td>Introductions to Computers</td>
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</tr>
<tr>
<td>IDSY 1160</td>
<td>Mechanical Laws and Principles</td>
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<tr>
<td>IDSY 1101</td>
<td>DC Current Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>
INDUSTRIAL SYSTEMS TECHNOLOGY (IST4)  
(Replaces ICS4)

Program Description:

The Industrial Systems Technology program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, plc’s, instrumentation, fluidpower, mechanical, pumps and piping, and computers.

Graduates of the program receive an Industrial Systems technology diploma that qualifies them for employment as industrial electricians or industrial systems technicians.

Program Length: 4 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.
<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
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<tr>
<td>EMPL 1000</td>
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### OCCUPATIONAL COURSES

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</thead>
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<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
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<td>Industrial Mechanics</td>
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<td>IDSY 1101</td>
<td>DC Current Analysis</td>
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<td>IDSY 1110</td>
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<td>IDSY 1120</td>
<td>Basic Industrial PLCs</td>
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<td>IDSY 1130</td>
<td>Industrial Wiring</td>
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<tr>
<td>IDSY 1190</td>
<td>Fluid Power &amp; Piping Systems</td>
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<td>ELTR 1020</td>
<td>Electrical Systems Basics I</td>
<td>3</td>
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<tr>
<td>IDFC 1012</td>
<td>Alternating Current I</td>
<td>3</td>
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<tr>
<td>OR</td>
<td>AC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>AC Circuit Analysis</td>
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</tbody>
</table>

**54** minimum semester hour credits required for graduation

### MACHINE TOOL TECHNOLOGY (MTT2) *(Replaces MT02)*

**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 Degree/Diploma and have the qualification of a machine tool technician.

**Program Length:** 4 terms

**Entrance Date:** Every term

**Admissions Requirements**
Education: A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.

Age: 16 years or older

Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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</tr>
<tr>
<td>MATH 1012</td>
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</tr>
<tr>
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OCCUPATIONAL COURSES

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<tbody>
<tr>
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<td>MCHT 1011</td>
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<td>MCHT 1012</td>
<td>Blueprint for Machine Tool</td>
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<tr>
<td>MCHT 1020</td>
<td>Heat Treatment &amp; Surface Grinding</td>
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<tr>
<td>MCHT 1013</td>
<td>Machine Tool Math</td>
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OR

<table>
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<tr>
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<tbody>
<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
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AND

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<td>CNC Fundamentals</td>
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<tr>
<td>MCHT 1219</td>
<td>Lathe Operations II</td>
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OCCUPATIONAL ELECTIVES

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<td>MCHT 1510</td>
<td>Machine Tool Internship</td>
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</tr>
<tr>
<td>AMCA 2130</td>
<td>CNC Mill Manual Programming</td>
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</tr>
<tr>
<td>AMCA 2150</td>
<td>CNC Lathe Manual Programming</td>
<td>5</td>
</tr>
<tr>
<td>AMCA 2170</td>
<td>CNC Practical Applications</td>
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<tr>
<td>AMCA 2190</td>
<td>CAD/CAM Programming</td>
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</tr>
</tbody>
</table>

42 minimum semester hour credits required for graduation

MARKETING MANAGEMENT (MM12)
(Replaces MM02)

Program Description: The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management
fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and diploma with specializations in marketing management, entrepreneurship, or retail management.

**Program Length:** 4 terms

**Entrance Date:** Every term

**Admissions Requirements**

**Education:** A high school diploma or its equivalent is required.

**Age:** 16 years or older

**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

## CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL Core Courses</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
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<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
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<tr>
<td>OR</td>
<td>PSYC1010</td>
<td>Basic Psychology</td>
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</table>

### OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>Course Title</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1190</td>
<td>Digital Technologies in Business</td>
<td>2</td>
</tr>
<tr>
<td>MKTG 1100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1190</td>
<td>Integrated Marketing Communications</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2090</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1160</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1130</td>
<td>Business Regulations and Compliance</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2300</td>
<td>Marketing Management</td>
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<td>XXXXxxxx</td>
<td>Guided Elective</td>
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**Select one of the following electives:**

<table>
<thead>
<tr>
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<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 1100</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**AND**

**Select one of the following electives:**

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>Course Title</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 2000</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2290</td>
<td>Marketing Internship/Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion of one of the following specializations is required for graduation.

**MARKETING MANAGEMENT SPECIALIZATION**
Diploma Programs

MKTG 1370  Consumer Behavior 3
MKTG 2060  Marketing Channels 3
XXXX xxxx  Elective 3

AND

Select one of the following electives
MKTG 1210  Services Marketing 3
MKTG 2070  Buying and Merchandising 3

ENTREPRENEURSHIP
MKTG 2210  Entrepreneurship 6
MKTG 2010  Small Business Management 3

AND

Select one of the following electives
MKTG 1210  Services Marketing 3
MKTG 2070  Buying and Merchandising 3

RETAIL MANAGEMENT
MKTG 1270  Visual Merchandising 3
MKTG 1370  Consumer Behavior 3
MKTG 2070  Buying and Merchandising 3
MKTG 2270  Retail Operations Management 3

OCCUPATIONAL ELECTIVES
BUSN 1430  Desktop Publication & Presentation Application 4
BUSN 2160  Electronic Mail Applications 2

55 minimum semester hour credits required for graduation

MEDICAL ASSISTING (MA22)
(Replaces MA02)

Program Description:
The Medical Assisting 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.

Program Length: 5 terms
Entrance Date: Every term
Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 17 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or
ACT scores.
Only Regular Admission students are accepted.

### CURRICULUM

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<tr>
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<td>3</td>
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#### OCCUPATIONAL COURSES

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<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body Health Sciences</td>
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</tr>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>ALHS 1040</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
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<tr>
<td>MAST 1010</td>
<td>Legal &amp; Ethical Concerns in the Medical Office</td>
<td>2</td>
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<tr>
<td>MAST 1030</td>
<td>Pharmacology in the Medical Office</td>
<td>4</td>
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<tr>
<td>MAST 1060</td>
<td>Medical Office Procedures</td>
<td>4</td>
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<tr>
<td>MAST 1080</td>
<td>Medical Assisting Skills I</td>
<td>4</td>
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<tr>
<td>MAST 1090</td>
<td>Medical Assisting Skills II</td>
<td>4</td>
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<tr>
<td>MAST 1100</td>
<td>Medical Insurance Management</td>
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<tr>
<td>MAST 1110</td>
<td>Administrative Practice Management</td>
<td>3</td>
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<tr>
<td>MAST 1170</td>
<td>Medical Assisting Externship</td>
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<td>MAST 1180</td>
<td>Medical Assisting Seminar</td>
<td>3</td>
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<tr>
<td>MAST 1120</td>
<td>Human Pathological Conditions in the Medical Office</td>
<td>3</td>
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</table>

61 minimum semester hour credits required for graduation

Acceptance into the Medical Assisting program does not guarantee participation in a clinical or externship setting. A drug test, physical examination, and/or criminal background check may be a stipulation of the externship site where the work experience is to be completed. Failure to complete the drug test, physical examination, or criminal background check to the satisfaction of the externship site could prohibit the externship experience, thus, terminating the student from the program before graduation.

### MOTORSPORTS VEHICLE TECHNOLOGY (MVT2)
(Replaces MSV2)

#### Program Description:
The Motorsports Vehicle Technology program prepares students for an entry level position in a racing team shop. Focus is on many forms of racing vehicles including sports cars, stock cars, drag cars, and open wheel cars. Students learn chassis set up, engine designs, brake systems, transmissions, electrical systems, fuel systems, and fabrication skills unique to racing vehicles. Students are also taught precision measurement, math,
and communication skills required of racing team members.

**Program Length:** 4 terms  
**Entrance Date:** Every term  

**Admissions Requirements**  
**Education:** A high school diploma or its equivalent is required.  
**Age:** 16 years or older  
**Placement:** Achievement of appropriate scores on the college's placement test or submission of acceptable SAT or ACT scores.  
Provisional Admission accepted.

**CURRICULUM**

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<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
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**OCCUPATIONAL COURSES**

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<th>COURSE INFORMATION</th>
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<tr>
<td>COMP 1000</td>
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<tr>
<td>MSVT 1000</td>
<td>Introduction to Motorsports and Race Vehicle Systems</td>
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<tr>
<td>MSVT 1010</td>
<td>Electrical Systems</td>
<td>4</td>
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<tr>
<td>MSVT 1040</td>
<td>Gear Box &amp; Final Drives</td>
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<td>MSVT 2005</td>
<td>Body &amp; Chassis Design &amp; Fabrication</td>
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<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
<td>3</td>
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<tr>
<td>MSVT 1090</td>
<td>Motorsports Internship I</td>
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<tr>
<td>MSVT 1050</td>
<td>Fabrication Techniques</td>
<td>6</td>
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<tr>
<td>MCHT 1011</td>
<td>Introduction to Machine Tool</td>
<td>4</td>
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<tr>
<td>MSVT 2010</td>
<td>Engine Design, Building and Testing</td>
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<tr>
<td>MSVT 2020</td>
<td>Race Car Preparation &amp; Testing</td>
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<tr>
<td>MSVT 2090</td>
<td>Motorsports Internship II</td>
<td>4</td>
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</tbody>
</table>

53 minimum semester hour credits required for graduation

**NETWORKING SPECIALIST (NS14)**  
(Replaces CIN4)

**Program Description:**  
The Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

**Program Length:** 5 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM

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OCCUPATIONAL COURSES

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<tr>
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<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
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<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4</td>
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<tr>
<td>CIST 1122</td>
<td>Hardware Installation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>CIST xxxx</td>
<td>Operating System Course</td>
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<tr>
<td>CIST xxxx</td>
<td>Electives</td>
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<tr>
<td>CIST xxxx</td>
<td>Security Course</td>
<td>3</td>
</tr>
<tr>
<td>CIST xxxx</td>
<td>Introductory Networking Course</td>
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Select one Networking course:

<table>
<thead>
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<th>COURSE NO.</th>
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<tbody>
<tr>
<td>CIST 1401</td>
<td>Computer Networking Fundamentals</td>
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<tr>
<td>CIST 2441</td>
<td>Cisco Networking for Home and Small Businesses</td>
<td>4</td>
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<tr>
<td>CIST 2451</td>
<td>Cisco Network Fundamentals</td>
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</table>

Completion of one of the following specializations is required for graduation.

MICROSOFT SPECIALIZATION

<table>
<thead>
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<th>GENERAL CORE COURSES</th>
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<tbody>
<tr>
<td>CIST 2411</td>
<td>Microsoft Client</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2412</td>
<td>Microsoft Server Directory Services</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2413</td>
<td>Microsoft Server Infrastructure</td>
<td>4</td>
</tr>
<tr>
<td>CIST xxxx</td>
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CISCO DISCOVERY SPECIALIZATION

<table>
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<tbody>
<tr>
<td>*CIST 2441</td>
<td>Cisco Networking for Home and Small Businesses</td>
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<tr>
<td>CIST 2442</td>
<td>Cisco Working at a Small-to-Medium Business or ISP</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2443</td>
<td>Cisco Routing &amp; Switching</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2444</td>
<td>Cisco Designing &amp; Supporting Computer Networks</td>
<td>4</td>
</tr>
<tr>
<td>CIST xxxx</td>
<td>CIS Networking Elective</td>
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</table>

CISCO EXPLORATION SPECIALIZATION

148
**2014-2015**

**Diploma Programs**

* **CIST 2451**  
Cisco Network Fundamentals  
4

* **CIST 2452**  
Cisco Routing Protocols and Concepts  
4

* **CIST 2453**  
Cisco LAN Switching & Wireless  
4

* **CIST 2454**  
Cisco Accessing the WAN  
4

* **CIST xxxx**  
CIS Networking Elective  
4

**Must be completed**

**Students must complete the required number of Occupational Elective Credit Hours.**

**OCCUPATIONAL ELECTIVE COURSES**

<table>
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<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<tr>
<td>CIST 1101</td>
<td>Working with Microsoft Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1102</td>
<td>Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1122</td>
<td>Hardware Install and Maintenance</td>
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</tr>
<tr>
<td>CIST 1130</td>
<td>Operating Systems Concepts</td>
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<tr>
<td>CIST 1305</td>
<td>Program Design and Development</td>
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<td>CIST 1401</td>
<td>Computer Networking Fundamentals</td>
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<tr>
<td>CIST 1601</td>
<td>Information Security Fundamentals</td>
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<tr>
<td>CIST 2120</td>
<td>Supporting Application Software</td>
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<td>CIST 2122</td>
<td>A+ Preparation</td>
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<td>CIST 2126</td>
<td>Comprehensive Presentations</td>
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<td>CIST 2127</td>
<td>Comprehensive Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2128</td>
<td>Comprehensive Spreadsheets Techniques</td>
<td>3</td>
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<td>CIST 2129</td>
<td>Comprehensive Database Techniques</td>
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<td>CIST 2311</td>
<td>Visual Basic I</td>
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<tr>
<td>CIST 2361</td>
<td>C++ Programming I</td>
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<tr>
<td>CIST 2371</td>
<td>Java Programming I</td>
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<tr>
<td>CIST 2411</td>
<td>Microsoft Client</td>
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<td>CIST 2414</td>
<td>Microsoft Server Administrator</td>
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<td>Cisco Accessing the WAN</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2455</td>
<td>Cisco CCNA Security</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2510</td>
<td>Web Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIST 2921</td>
<td>IT Analysis Design and Project Manager</td>
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<tr>
<td>CIST 2991</td>
<td>CIST Internship I</td>
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</tbody>
</table>
CIST 2992 CIST Internship II 4

54 minimum semester hour credits required for graduation

PRACTICAL NURSING (PN12)
(Replaces PN04)

Program Description:
The Practical Nursing 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.

Program Length: 5 terms
Entrance Date: TBA

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 17 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Only Regular Admission students are accepted.

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<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1060</td>
<td>Diet and Nutrition for Allied Health Sciences</td>
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</tr>
<tr>
<td>PNSG 2010</td>
<td>Introduction to Pharmacology and Clinical Calculations</td>
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<td>PNSG 2030</td>
<td>Nursing Fundamentals</td>
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<td>PNSG 2035</td>
<td>Nursing Fundamentals Clinical</td>
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<td>PNSG 2210</td>
<td>Medical-Surgical Nursing I</td>
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<td>PNSG 2220</td>
<td>Medical-Surgical Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>PNSG 2230</td>
<td>Medical-Surgical Nursing III</td>
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2014-2015

Diploma Programs

PNSG 2240 Medical-Surgical Nursing IV 4
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 2250 Maternity Nursing 3
PNSG 2255 Maternity Nursing Clinical 1
PNSG 2410 Nursing Leadership 1
PNSG 2415 Nursing Leadership Clinical 2

60 minimum quarter hour credits required for graduation

Acceptance into the Practical Nursing program does not guarantee participation in the clinical setting. A physical examination is required prior to entering the clinical facility. A drug test and a criminal background check may be a stipulation of the clinical facility before beginning the clinical rotation. Failure to complete such requirements to the satisfaction of the clinical facility could prohibit the clinical experience, thus, terminating participation before graduation.

RECREATION AND LEISURE MANAGEMENT
( RA12 )

(Replaces RAL2)

Program Description:
The Recreation and Leisure Management program prepares students for successful careers in the recreation and leisure management field. Students who successfully complete the program will have the skills to work in various recreation agencies. The student will be able to maintain, manage, supervise facilities and staff, supervise sports programs and coordinate special events. Graduates of the program will have an understanding of the process for planning and designing recreational facilities.

Program Length: 4 terms
Entrance Date: Every term

Admissions Requirements
Education: A high school diploma or its equivalent is required.
Age: 16 years or older
Placement: Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.

Provisional Admission accepted.

CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>2</td>
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</table>
Diploma Programs

**OCCUPATIONAL COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>RELM 2010</td>
<td>Introduction to Recreation &amp; Leisure Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>RELM 2020</td>
<td>Recreation Leadership &amp; Supervision</td>
<td>3</td>
</tr>
<tr>
<td>RELM 2030</td>
<td>Recreation Facility Mgmt &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>RELM 2040</td>
<td>Program Planning in Recreation</td>
<td>3</td>
</tr>
<tr>
<td>RELM 2050</td>
<td>Recreation &amp; Leisure Mgmt Internship</td>
<td>8</td>
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<tr>
<td>XXXX XXX</td>
<td>Occupational Electives</td>
<td>18</td>
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<tr>
<td>XXXX XXX</td>
<td>Sport Electives</td>
<td>4</td>
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**OCCUPATIONAL ELECTIVE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1120</td>
<td>Spreadsheet Applications</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 2140</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1190</td>
<td>Digital Technologies in Business</td>
<td>2</td>
</tr>
<tr>
<td>BUSN 1410</td>
<td>Spreadsheet Concepts and Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1420</td>
<td>Database Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1430</td>
<td>Desktop Publishing and Presentation Apps</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CRJU 1010</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>HORT 1330</td>
<td>Turfgrass Management</td>
<td>3</td>
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<tr>
<td>MKGT 1100</td>
<td>Principles of Management</td>
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<td>MKTG 1100</td>
<td>Principles of Marketing</td>
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<tr>
<td>MKTG 1130</td>
<td>Business Regulations &amp; Compliance</td>
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<tr>
<td>MKTG 1370</td>
<td>Consumer Behavior</td>
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**SPORT ELECTIVES COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELM 2042</td>
<td>Beginning Tennis</td>
<td>2</td>
</tr>
<tr>
<td>RELM 2043</td>
<td>Weight Training</td>
<td>2</td>
</tr>
<tr>
<td>RELM 2045</td>
<td>Beginning Golf</td>
<td>2</td>
</tr>
<tr>
<td>RELM 2046</td>
<td>Volleyball</td>
<td>2</td>
</tr>
</tbody>
</table>

53 minimum semester hour credits required for graduation

**WELDING AND JOINING TECHNOLOGY (WAJ2)**

(Replaces WJ02)

**Program Description:**

The Welding and Joining program is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualifications tests.
**Diploma Programs**

**Program Length:** 4 terms  
**Entrance Date:** Every term  

**Admissions Requirements**  
**Education:** A high school diploma or its equivalent is not required for admission, but must be obtained before receiving a diploma from SGTC.  
**Age:** 16 years or older  
**Placement:** Achievement of appropriate scores on the college’s placement test or submission of acceptable SAT or ACT scores.  
Provisional Admission accepted.

### CURRICULUM

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>GENERAL CORE COURSES</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
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</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
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</table>

#### OCCUPATIONAL COURSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1030</td>
<td>Blueprint Reading for Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1040</td>
<td>Flat Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1070</td>
<td>Overhead Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1050</td>
<td>Horizontal Shielded Metal Arc Welding</td>
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</tr>
<tr>
<td>WELD 1060</td>
<td>Vertical Shielded Metal Arc Welding</td>
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</tr>
<tr>
<td>WELD 1090</td>
<td>Gas Metal Arc Welding</td>
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</tr>
<tr>
<td>WELD 1110</td>
<td>Gas Tungsten Arc Welding</td>
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</tr>
<tr>
<td>WELD 1120</td>
<td>Preparation for Industrial Qualification</td>
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<td>WELD xxxx</td>
<td>Occupational Elective</td>
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#### OCCUPATIONAL ELECTIVES

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>WELD 1020</td>
<td>Oxyacetylene Welding</td>
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<tr>
<td>WELD 1150</td>
<td>Advanced Gas Tungsten Arc Welding</td>
<td>3</td>
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<tr>
<td>WELD 1151</td>
<td>Fabrication Processes</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1152</td>
<td>Pipe Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1153</td>
<td>Flux Cored Arc Welding</td>
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</tr>
<tr>
<td>WELD 1154</td>
<td>Plasma Cutting</td>
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<tr>
<td>WELD 1156</td>
<td>Ornamental Iron Works</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1330</td>
<td>Metal Welding and Cutting Techniques</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1500</td>
<td>Welding and Joining Technology</td>
<td></td>
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<tr>
<td></td>
<td>Practicum/Internship</td>
<td>3</td>
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<tr>
<td>WELD 2040</td>
<td>Underwater Welding and Cutting</td>
<td>5</td>
</tr>
</tbody>
</table>

50 minimum semester hour credits required for graduation
TECHNICAL CERTIFICATES OF CREDIT

ADMINISTRATIVE SUPPORT ASSISTANT (AS21)
(Replaces 5DC1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1240</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1400</td>
<td>Word Processing Applications</td>
<td>4</td>
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<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
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</tr>
<tr>
<td>XXXX xxxx</td>
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<td>6</td>
</tr>
</tbody>
</table>

20 minimum semester hour credits required for certificate

ADVANCED CAD OPERATOR—MECHANICAL (AC41)
(Replaces ADM1)

Program Description:
All of the courses in the Advanced CAD Operator - Mechanical TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1105</td>
<td>3D Mechanical Modeling</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 1111</td>
<td>Technical Drawing IV</td>
<td>4</td>
</tr>
</tbody>
</table>

11 minimum semester hour credits required for certificate

ADVANCED COMMERCIAL REFRIGERATION (AC81)
(Replaces AD01)

Program Description:
The Advanced Commercial Refrigeration Specialization 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.

**COURSE NO.** | **OCCUPATIONAL COURSES** | **CREDITS**
--- | --- | ---
AIRC 2070 | Commercial Refrigeration Design | 3
AIRC 2080 | Commercial Refrigeration Application | 5
AIRC 2090 | Troubleshooting & Servicing Commercial Refrigeration | 3

**11** minimum semester hour credits required for certificate

### ADVANCED EMERGENCY MEDICAL TECHNICIAN (EMH1)
(Replaces EM01)

**Program Description:**
The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EM01 “Emergency Medical Technician (Intermediate)” technical certificate of credit.

**COURSE NO.** | **OCCUPATIONAL COURSES** | **CREDITS**
--- | --- | ---
EMSP 1510 | Advanced Concepts for the AEMT | 3
EMSP 1520 | Advanced Patient Care for the AEMT | 3
EMSP 1530 | Clinical Applications for the AEMT | 1
EMSP 1540 | Clinical and Practical Applications for the AEMT | 3

**10** minimum semester hour credits required for certificate

### ADVANCED GENERAL MACHINIST (AG11)
(Replaces GEM1)

**Program Description:**
The Advanced General Machinist technical certificate of credit provides
training for graduates to gain employment as machine tool technicians. Emphasis is placed on advanced grinding, milling, and lathe operations.

**Technical Certificates**

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>AMCA 2010</td>
<td>Advanced Milling I</td>
<td>4</td>
</tr>
<tr>
<td>AMCA 2030</td>
<td>Advanced Milling II</td>
<td>4</td>
</tr>
<tr>
<td>AMCA 2050</td>
<td>Advanced Lathe Operations I</td>
<td>4</td>
</tr>
<tr>
<td>AMCA 2070</td>
<td>Advanced Lathe Operations II</td>
<td>4</td>
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<tr>
<td>AMCA 2080</td>
<td>Advanced Grinding I</td>
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</tr>
<tr>
<td>AMCA 2090</td>
<td>Advanced Grinding Operations II</td>
<td>2</td>
</tr>
</tbody>
</table>

20 minimum semester hour credits required for certificate

**ADVANCED RESIDENTIAL SYSTEMS SPECIALIZATION (ARS1)**

(Replaces ADR1)

**Program Description:**
The Advanced Residential Systems Specialization TCC is a sequence of courses that prepares diploma or degree graduates or air conditioning technicians for careers in the residential systems air conditioning industry. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Advanced Residential Systems Specialization Technical Certificate of Credit.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>AIRC 2040</td>
<td>Residential Systems Design</td>
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<tr>
<td>AIRC 2050</td>
<td>Georgia State and Local Residential Air Conditioning Codes</td>
<td>3</td>
</tr>
<tr>
<td>AIRC 2060</td>
<td>Air Distribution Systems for Residential Air Conditioning</td>
<td>3</td>
</tr>
</tbody>
</table>

11 minimum semester hour credits required for certificate

**ADVANCED SHIELDED METAL ARC WELDER (OSM1)**

(Replaces 5BU1)

**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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1050</td>
<td>Horizontal Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1060</td>
<td>Vertical Shielded Metal Arc Welding</td>
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</tbody>
</table>
WELD 1070  Overhead Shielded Metal Arc Welding  4

12 minimum semester hour credits required for certificate

AIR CONDITIONING TECHNICIAN ASSISTANT (AZ31)
(Replaces AX01)

Program Description:
The Refrigeration Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>AIRC 1005</td>
<td>Refrigeration Fundamentals</td>
<td>4</td>
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<tr>
<td>AIRC 1010</td>
<td>Refrigeration Principles and Practices</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1020</td>
<td>Refrigeration Systems Components</td>
<td>4</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

AIRCRAFT ASSEMBLY TECHNICIAN (AA61)
(Replaces FT01)

Program Description:
The Aircraft Assembly Technician certificate program will provide technical training to existing industry and individuals interested in obtaining aircraft structural assembly skills. This program will provide a minimum of training for job market entry and/or upgrading for existing industry personnel and could lead to continued training for a diploma. This program results from industry requesting new personnel with the skills addressed in the aircraft structural courses included in this program.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>ASTT 1010</td>
<td>Basic Blueprint Reading</td>
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<tr>
<td>ASTT 1030</td>
<td>Structural Fundamentals</td>
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<tr>
<td>AND Choose one of the following:</td>
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<tr>
<td>ASTT 1020</td>
<td>Aircraft Blueprint Reading</td>
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<tr>
<td>ASTT 1070</td>
<td>Aerodynamics</td>
<td>2</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

AIRCRAFT STRUCTURAL MAINTENANCE (AS31)
(Replaces AIM1)

Program Description:
The Aircraft Structural Maintenance certificate program is a sequence of courses that prepares students for careers in aircraft structure manufacture and repair. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and
advancement. The program emphasizes a combination of aircraft structural theory and practical application necessary for successful employment. Program graduates receive an Aircraft Structural Maintenance certificate and are qualified as aircraft structural specialists.

<table>
<thead>
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<th>COURSE NO.</th>
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<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>ASTT 2010</td>
<td>Metal Working Tools</td>
<td>4</td>
</tr>
<tr>
<td>ASTT 2020</td>
<td>Aircraft Hardware</td>
<td>4</td>
</tr>
<tr>
<td><strong>AND Choose one of the following:</strong></td>
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<td></td>
</tr>
<tr>
<td>ASTT 2030</td>
<td>Fabrication and Repair of Structural Parts</td>
<td>4</td>
</tr>
<tr>
<td>ASTT 2040</td>
<td>Internship</td>
<td>8</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

**AUTO BASIC MAINTENANCE AND DETAILING TECHNICIAN (ABM1)**
(Replaces AM01)

Program Description:
This certificate program includes automobile system inspection and maintenance as well as vehicle exterior and interior inspection and reconditioning. Major topics include: safety in the shop, basic tools and equipment, basic vehicle maintenance procedures, and vehicle detailing equipment and procedures. Graduates of this program are prepared to enter the auto service industry as entry level basic maintenance and detailing technicians.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRP 1000</td>
<td>Introduction to Auto Collision Repair</td>
<td>4</td>
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<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
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<tr>
<td>ACRP 1030</td>
<td>Car Detailing</td>
<td>3</td>
</tr>
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</table>

9 minimum semester hour credits required for certificate

**AUTO ELECTRICAL/ELECTRONIC SYSTEMS (AE41)**
(Replaces 5AS1)

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.

<table>
<thead>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2</td>
</tr>
</tbody>
</table>
AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST
(ASG1)
(Replaces 5CU1)

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.

<table>
<thead>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2</td>
</tr>
<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUTT 1030</td>
<td>Automotive Brake Systems</td>
<td>4</td>
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<tr>
<td>AUTT 1050</td>
<td>Automotive Suspension and Steering Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

17 minimum semester hour credits required for certificate

AUTOMOTIVE CLIMATE CONTROL TECHNICIAN
(AH21)
(Replaces 5AM1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2</td>
</tr>
<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
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</tr>
<tr>
<td>AUTT 1060</td>
<td>Automotive Climate Control Systems</td>
<td>5</td>
</tr>
</tbody>
</table>

14 minimum semester hour credits required for certificate
AUTOMOTIVE COLLISION REPAIR ASSISTANT II
(AZ51)
(Replaces 5DU1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRP 1010</td>
<td>Foundations of Collision Repair</td>
<td>5</td>
</tr>
<tr>
<td>ACRP 2010</td>
<td>Major Collision Repair</td>
<td>5</td>
</tr>
<tr>
<td>ACRP 2015</td>
<td>Major Collision Replacements</td>
<td>5</td>
</tr>
</tbody>
</table>

15 minimum semester hour credits required for certificate

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN (AE51)
(Replaces AEG1)

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/electronic diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2</td>
</tr>
<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUTT 1040</td>
<td>Automotive Engine Performance</td>
<td>7</td>
</tr>
</tbody>
</table>

16 minimum semester hour credits required for certificate

AUTOMOTIVE ENGINE REPAIR TECHNICIAN (AE61)
(Replaces 5CS1)

Program Description:
The Automotive Engine Repair Technician certificate program provides the student with entry level automotive engine repair skills. Topics include: basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2</td>
</tr>
<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
<td>7</td>
</tr>
</tbody>
</table>
AUT T 2010   Automotive Engine Repair 6

15 minimum semester hour credits required for certificate

**AUTOMOTIVE TRANSMISSION/TRANSAXLE TECH SPECIALIST (AA71)**

(Replaces ADT1)

**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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTT 1010</td>
<td>Automotive Technology Introduction</td>
<td>2</td>
</tr>
<tr>
<td>AUTT 1020</td>
<td>Automotive Electrical Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUTT 2020</td>
<td>Automotive Manual Drive Train and Axles</td>
<td>4</td>
</tr>
<tr>
<td>AUTT 2030</td>
<td>Automotive Automatic Transmissions and Transaxles</td>
<td>5</td>
</tr>
</tbody>
</table>

18 minimum semester hour credits required for certificate

**AVIATION MAINTENANCE TECHNICIAN (AM24)**

(Replaces AV14)

**Program Description:**
The Aviation Maintenance Technician program courses prepare students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft maintenance theory and aircraft maintenance application. This program meets the academic requirements for the FAA Airframe and Powerplant certificate.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVMT 1000</td>
<td>Aviation Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 1010</td>
<td>Aircraft Maintenance Regulations</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 1020</td>
<td>Aircraft Applied Sciences I</td>
<td>5</td>
</tr>
<tr>
<td>AVMT 1025</td>
<td>Aircraft Applied Sciences II</td>
<td>4</td>
</tr>
<tr>
<td>AVMT 1030</td>
<td>Aircraft Electricity &amp; Electronics</td>
<td>5</td>
</tr>
<tr>
<td>AVMT 1210</td>
<td>Aviation Physics</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 2010</td>
<td>Aircraft Airframe Structures</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 2020</td>
<td>Airframe Sheet Metal and Non-Metallic Structures</td>
<td>5</td>
</tr>
<tr>
<td>AVMT 2030</td>
<td>Airframe Welding</td>
<td>1</td>
</tr>
</tbody>
</table>
AVIATION MAINTENANCE TECHNICIAN—AIRFRAME (AMT1)

Program Description:
The Aviation Maintenance Technician-Airframe program prepares students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft airframe maintenance theory and practical application. This program meets the FAA academic requirements for Mechanic-Airframe certification.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVMT 1000</td>
<td>Aviation Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 1010</td>
<td>Aircraft Maintenance Regulations</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 1020</td>
<td>Aircraft Applied Sciences I</td>
<td>5</td>
</tr>
<tr>
<td>AVMT 1025</td>
<td>Aircraft Applied Sciences II</td>
<td>4</td>
</tr>
<tr>
<td>AVMT 1030</td>
<td>Aircraft Electricity &amp; Electronics</td>
<td>5</td>
</tr>
<tr>
<td>AVMT 1210</td>
<td>Aviation Physics</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 2010</td>
<td>Aircraft Airframe Structures</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 2020</td>
<td>Airframe Sheet Metal &amp; Non-Metallic Structures</td>
<td>5</td>
</tr>
<tr>
<td>AVMT 2030</td>
<td>Airframe Welding</td>
<td>1</td>
</tr>
<tr>
<td>AVMT 2040</td>
<td>Airframe Assembly &amp; Rigging</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 2060</td>
<td>Aircraft Hydraulic &amp; Pneumatic Systems</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 2070</td>
<td>Aircraft Landing Gear Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2080</td>
<td>Aircraft Environmental Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2085</td>
<td>Aircraft Fuel &amp; Instrument Systems</td>
<td>3</td>
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<tr>
<td>AVMT 2090</td>
<td>Aircraft Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>AVMT 2210</td>
<td>Reciprocating Engine PowerPlants I</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2220</td>
<td>Reciprocating Engine PowerPlants II</td>
<td>4</td>
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<tr>
<td>AVMT 2230</td>
<td>Gas Turbine Powerplants I</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2240</td>
<td>Gas Turbine Powerplants II</td>
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<tr>
<td>AVMT 2250</td>
<td>Aircraft Engine Fuel &amp; Fuel Metering Systems</td>
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</tr>
<tr>
<td>AVMT 2270</td>
<td>Powerplant Instruments, Fire Protection &amp; Electrical Sys</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2275</td>
<td>Powerplant Ignition &amp; Starting Systems</td>
<td>4</td>
</tr>
<tr>
<td>AVMT 2280</td>
<td>Aircraft Powerplant Accessory Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2285</td>
<td>Aircraft Propeller Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

79 minimum semester hour credits required for certificate
Technical Certificates

AVIATION MAINTENANCE TECHNICIAN—POWERPLANT (AM61)

Program Description:
The Aviation Maintenance Technician-Power Plant program prepares students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft power plant maintenance theory and practical application. This program meets the FAA academic requirements for Mechanic-Power Plant certification.

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<tbody>
<tr>
<td>AVMT 1000</td>
<td>Aviation Mathematics</td>
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<tr>
<td>AVMT 1010</td>
<td>Aircraft Maintenance Regulations</td>
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<td>AVMT 1020</td>
<td>Aircraft Applied Sciences I</td>
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</tr>
<tr>
<td>AVMT 1025</td>
<td>Aircraft Applied Sciences II</td>
<td>4</td>
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<td>AVMT 1030</td>
<td>Aircraft Electricity &amp; Electronics</td>
<td>5</td>
</tr>
<tr>
<td>AVMT 1210</td>
<td>Aviation Physics</td>
<td>2</td>
</tr>
<tr>
<td>AVMT 2210</td>
<td>Reciprocating Engine PowerPlants I</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2220</td>
<td>Reciprocating Engine PowerPlants II</td>
<td>4</td>
</tr>
<tr>
<td>AVMT 2230</td>
<td>Gas Turbine Power Plants I</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2240</td>
<td>Gas Turbine Power Plants II</td>
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<td>AVMT 2270</td>
<td>Power Plant Instruments, Fire Protection &amp; Electrical Systems</td>
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<td>AVMT 2275</td>
<td>Power Plant Ignition &amp; Starting Systems</td>
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</tr>
<tr>
<td>AVMT 2280</td>
<td>Aircraft Power Plant Accessory Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 2285</td>
<td>Aircraft Propeller Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

50 minimum semester hour credits required for certificate

AVIONICS BENCH TECHNICIAN (AB81)
(Replaces AVB1)

Program Description:
The Avionics Bench Technician certificate program is a sequence of courses that prepare students for employment in the field of avionics maintenance technology - aircraft electronics. Graduates of this program are qualified to work on aircraft electronics in avionics repair stations and should be prepared to sit for the Federal Communication Commission (FCC) General
Radio Operating License (GROL) exam.

**Technical Certificates**

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIO 1010</td>
<td>Basic Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AVIO 1020</td>
<td>Avionics Maintenance Practices</td>
<td>3</td>
</tr>
<tr>
<td>AVIO 1030</td>
<td>Advanced Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AVIO 1040</td>
<td>Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AVIO 1060</td>
<td>Aircraft Logic Systems</td>
<td>4</td>
</tr>
<tr>
<td>AVIO 1070</td>
<td>Aircraft Communication Sys</td>
<td>5</td>
</tr>
<tr>
<td>AVIO 1080</td>
<td>Navigation Systems</td>
<td>5</td>
</tr>
<tr>
<td>AVIO 1090</td>
<td>Flight Director &amp; Autopilot Sys.</td>
<td>4</td>
</tr>
</tbody>
</table>

33 minimum semester hour credits required for certificate

**BARBERING FOR COSMETOLOGISTS (BF21)**
(Replaces BJ01)

**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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARB 1000</td>
<td>Introduction to Barber/Styling Implements</td>
<td>3</td>
</tr>
<tr>
<td>BARB 1010</td>
<td>Science: Sterilization, Sanitation, and Bacteriology</td>
<td>3</td>
</tr>
<tr>
<td>BARB 1020</td>
<td>Introduction to Haircutting &amp; Shampooing</td>
<td>5</td>
</tr>
<tr>
<td>BARB 1030</td>
<td>Haircutting/Basic Styling</td>
<td>3</td>
</tr>
<tr>
<td>BARB 1040</td>
<td>Shaving</td>
<td>2</td>
</tr>
<tr>
<td>BARB 1100</td>
<td>Barber/Styling Practicum and Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

19 minimum semester hour credits required for certificate

**BASIC AUTOCAD OPERATOR (BA41)**
(Replaces CX01)

**Program Description:**
All of the courses in the Basic AutoCAD Operator - TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1101</td>
<td>CAD Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 1103</td>
<td>Multiview/Basic Dimensioning</td>
<td>4</td>
</tr>
</tbody>
</table>
Technical Certificates

DFTG 1111  Fasteners  4

12 minimum semester hour credits required for certificate

BASIC ELECTRICAL TECHNICIAN (BE11)
(Replaces BL01)

Program Description:
The Basic Electrical Technician Technical Certificate of Credit provides fundamental instruction in electrical construction principles and practices. Topics include safety, mathematical applications, reading and interpreting blueprints, and direct and alternating current circuits.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>IDFC 1007</td>
<td>Industrial Safety Procedures</td>
<td>2</td>
</tr>
<tr>
<td>IDFC 1011</td>
<td>Direct Current I</td>
<td>3</td>
</tr>
<tr>
<td>ELTR 1020</td>
<td>Electrical Systems Basics I</td>
<td>3</td>
</tr>
<tr>
<td>ELTR 1060</td>
<td>Electrical Prints, Schematics, and Symbols</td>
<td>2</td>
</tr>
</tbody>
</table>

13 minimum semester hour credits required for certificate

BASIC ELECTRONIC ASSEMBLER (BE41)
(Replaces OB01)

Program Description:
The Basic Electronic Assembler certificate program is designed to prepare students for careers as entry-level production technicians in a manufacturing environment, or as service technicians or operators in the telecommunications industry. Topics include basic algebraic fundamentals, direct current circuits, and soldering techniques.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1013</td>
<td>Algebraic Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ELCR 1005</td>
<td>Soldering Technology</td>
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</tr>
<tr>
<td>ELCR 1010</td>
<td>Direct Current Circuits</td>
<td>5</td>
</tr>
</tbody>
</table>

9 minimum semester hour credits required for certificate

BASIC LAW ENFORCEMENT (BL11)
(LAW ENFORCEMENT ACADEMY)
(Replaces BLE1)

Program Description:
The Basic Law Enforcement Certificate program provides students with the necessary skills, standards, and knowledge in order to become qualified, proficiency trained, ethical and competent peace officers in criminal justice careers. Successful completion of the program will make the student eligible
to be certified as a Georgia Peace Officer.

**Program Length:** 17 weeks

**Entrance Date:** Contact Law Enforcement Academy Office at 229.931.2716 for details.

**Admissions Requirements**

**Education:** A high school diploma or its equivalent is required.

**Age:** 18 years or older

**Placement:** Achievement of minimum program scores on the COMPASS or ASSET test.

**Other:** P.O.S.T. Council requires a complete background investigation, to include criminal history, driver’s history, fingerprint check, and medical clearance, along with a personal interview with the academy director prior to issuance of a P-2, which is required for entry into the cohort.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>LETA 1010</td>
<td>Health &amp; Life Safety for Basic Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>LETA 1012</td>
<td>Ethics &amp; Liability for Basic Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>LETA 1014</td>
<td>Firearms Training for Basic Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>LETA 1016</td>
<td>Emergency Vehicle Operations for Basic Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>LETA 1018</td>
<td>Defensive Tactics for Basic Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>LETA 1020</td>
<td>Police Patrol Operations for Basic Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>LETA 1022</td>
<td>Methods of Criminal Investigation for Basic Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>LETA 1024</td>
<td>Criminal Law for Criminal Justice for Basic Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>LETA 1026</td>
<td>Criminal Procedure for Basic Law Enforcement</td>
<td>4</td>
</tr>
<tr>
<td>LETA 1028</td>
<td>Police Traffic Control &amp; Investigation for Basic Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>LETA 1030</td>
<td>Principles of Law Enforcement for Basic Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>LETA 1032</td>
<td>Introduction to Criminal Justice for Basic Law Enforcement</td>
<td>3</td>
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<tr>
<td>LETA 1034</td>
<td>Constitutional Law for Criminal Justice for Basic Law Enforcement</td>
<td>3</td>
</tr>
</tbody>
</table>

**42** minimum semester hour credits required for certificate
### BASIC SHIELDED METAL ARC WELDER (FS31)
(Replaces 5BR1)

**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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
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</tr>
<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1040</td>
<td>Flat Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
</tbody>
</table>

10 minimum semester hour credits required for certificate

### CAD OPERATOR (CP41)
(Replaces CAH1)

**Program Description:**
All of the courses in the CAD Operator TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

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</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1101</td>
<td>CAD Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 1103</td>
<td>Multiview/Basic Dimensioning</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose one of the following specializations:

**MECHANICAL DRAFTING**
- DFTG 1105  3D Mechanical Modeling  4
- DFTG 1107  Advanced Dimensioning/Sectional Views  3
- DFTG 1109  Auxiliary Views/Surface Development  4

**ARCHITECTURAL DRAFTING**
- DFTG 1125 Architectural Fundamentals  4
- DFTG 1127 Architectural 3D Modeling  4
- DFTG 1129 Residential Drawing I  4

22 minimum semester hour credits required for certificate
CAD OPERATOR—MECHANICAL (CP61)
(Replaces CAH1)

Program Description:
All of the courses in the CAD Operator - Mechanical TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program provides students with the opportunity to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

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<tr>
<td>DFTG 1103</td>
<td>Multiview/Basic Dimensioning</td>
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</tr>
<tr>
<td>DFTG 1109</td>
<td>Auxiliary Views/Surface Development</td>
<td>4</td>
</tr>
</tbody>
</table>

11 minimum semester hour credits required for certificate

CDA PREPARATION (CE71)
(Replaces CDA1)

Program Description:
The Early Childhood Care and Education CDA Preparation TCC (Child Development Associate Preparation) program is a four course sequence of courses designed to prepare students for the Child Development Associate national credential issued by the Council for Professional Recognition (out of Washington DC). The four courses in this 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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 1103</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1105</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1125</td>
<td>Professionalism Through CDA Certificate Preparation</td>
<td>2</td>
</tr>
</tbody>
</table>

8 minimum semester hour credits required for certificate

CERTIFIED CONSTRUCTION WORKER (CCW1)
(SCYDC ONLY)
(Replaces CWQ1)
Program Description:
The Certified Construction Worker certificate program offers training in the construction industry providing students with the knowledge and skills they need to work effectively on a construction site. Completion of the program qualifies graduates for entry level employment. Topics include safety, tool use and safety, materials and fasteners, and construction print reading.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COFC 1000</td>
<td>Safety</td>
<td>2</td>
</tr>
<tr>
<td>COFC 1010</td>
<td>Introduction to Construction</td>
<td>2</td>
</tr>
<tr>
<td>COFC 1020</td>
<td>Professional Tool Use and Safety</td>
<td>3</td>
</tr>
<tr>
<td>COFC 1030</td>
<td>Materials and Fasteners</td>
<td>2</td>
</tr>
<tr>
<td>COFC 1050</td>
<td>Construction Print Reading Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

CHILD DEVELOPMENT SPECIALIST (CD61)  
(Replaces CDE1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 1101</td>
<td>Introduction to Early Childhood Care and Education</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1103</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1105</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1112</td>
<td>Curriculum and Assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Occupational Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 1121</td>
<td>Early Childhood Care and Education Practicum</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
</tbody>
</table>

14 minimum semester hour credits required for certificate

CISCO NETWORK SPECIALIST (CN71)  
(Replaces 5BG1)

Program Description:
The Cisco Network Specialist program teaches how to build, maintain and
Troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

**COURSE NO.** | **OCCUPATIONAL COURSES** | **CREDITS**
--- | --- | ---
CIST 2441 | Cisco Networking for Home & Small Businesses | 4
CIST 2442 | Working at a Small-to-Medium Business or ISP | 4
CIST 2443 | Cisco Routing and Switching | 4
CIST 2444 | Cisco Designing & Supporting Computer Networks | 4

**OR**

**CISCO EXPLORATION**

CIST 2451 | Cisco Network Fundamentals | 4
CIST 2452 | Cisco Routing Protocols and Concepts | 4
CIST 2453 | Cisco LAN Switching and Wireless | 4
CIST 2454 | Cisco Accessing the WAN | 4

**16** minimum semester hour credits required for certificate

---

**CNC SPECIALIST (CS51)**

(Replaces CNC1)

**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.

**COURSE NO.** | **OCCUPATIONAL COURSES** | **CREDITS**
--- | --- | ---
AMCA 2110 | CNC Fundamentals | 3
AMCA 2130 | CNC Mill Manual Programming | 5
AMCA 2150 | CNC Lathe Manual Programming | 5
AMCA 2170 | CNC Practical Applications | 3
AMCA 2190 | CAD/CAM Programming | 4

**20** minimum semester hour credits required for certificate

---

**COMMERCIAL TRUCK DRIVING (CT61)**

(Replaces TU01)

**Program Description:**

The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is
Technical Certificates

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTDL 1010</td>
<td>Fundamentals of Commercial Driving</td>
<td>3</td>
</tr>
<tr>
<td>CTDL 1020</td>
<td>Combination Vehicle Basic Operation and Range Work</td>
<td>2</td>
</tr>
</tbody>
</table>

Select one of the following courses:

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTDL 1030</td>
<td>Combination Vehicle Advanced Operations</td>
<td>4</td>
</tr>
<tr>
<td>CTDL 1040</td>
<td>Commercial Driving Internship</td>
<td>4</td>
</tr>
</tbody>
</table>

9 minimum semester hour credits required for certificate

As a requirement for admission to the Commercial Truck Driving program, students must complete a physical examination and drug test.

COMP TIA A+ CERTIFIED PREPARATION (CA71)
(Replaces 5AT1)

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

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1122</td>
<td>Hardware Installation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>CIST xxxx</td>
<td>Operating System Course</td>
<td>3</td>
</tr>
<tr>
<td>CIST xxxx</td>
<td>Elective</td>
<td>4</td>
</tr>
</tbody>
</table>

18 minimum semester hour credits required for certificate

COMPUTERIZED ACCOUNTING SPECIALIST (CAY1)
(Replaces 5AQ1)

Program Description:
The Computerized Accounting Specialist technical certificate provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. Topics include-- principles of accounting, computerized accounting, spreadsheet fundamentals and basic computers.
# Technical Certificates

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1120</td>
<td>Spreadsheet Applications</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1105</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1115</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>XXXX xxxx</td>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

21 minimum semester hour credits required for certificate

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## COSMETOLOGY INSTRUCTOR TRAINING (CI21)

(Replaces YTN1)

**Program Description:**
The Cosmetology Instructor trainee TCC provides a course of study for learning the skills needed to teach the theory and practice of skills in cosmetology as required by the Technical College System of Georgia. Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as cosmetology instructors in public or private education institutions and business in Georgia and many other states.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>COSM 2000</td>
<td>Instructional Theory and Documentation</td>
<td>4</td>
</tr>
<tr>
<td>COSM 2010</td>
<td>Salon Management</td>
<td>3</td>
</tr>
<tr>
<td>COSM 2020</td>
<td>Principles of Teaching</td>
<td>3</td>
</tr>
<tr>
<td>COSM 2030</td>
<td>Lesson Plans</td>
<td>3</td>
</tr>
<tr>
<td>COSM 2040</td>
<td>Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>COSM 2050</td>
<td>Instruction and Evaluation</td>
<td>2</td>
</tr>
<tr>
<td>COSM 2060</td>
<td>Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>COSM 2070</td>
<td>Practicum II</td>
<td>3</td>
</tr>
</tbody>
</table>

24 minimum semester hour credits required for certificate

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## CRIME SCENE FUNDAMENTALS (CZ31)

**Program Description:**
The Crime Scene Fundamentals Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

<table>
<thead>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>
CRIMINAL JUSTICE FUNDAMENTALS (CJ71)

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 Fundamentals 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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1010</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1030</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1040</td>
<td>Principles of Law Enforcement</td>
<td>3</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

CRIMINAL JUSTICE SPECIALIST (CJ21)  
(Replaces CJS1)

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.

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</thead>
<tbody>
<tr>
<td>CRJU 1010</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 1030</td>
<td>Corrections</td>
<td>3</td>
</tr>
</tbody>
</table>
Technical Certificates

CRJU 1040  Principles of Law Enforcement  3
CRJU 1068  Criminal Law for Criminal Justice  3
CRJU 2020  Constitutional Law for Criminal Justice  3

15 minimum semester hour credits required for certificate

DATA ENTRY CLERK (DEC1)
(Replaces 5DD1)

Program Description:
This program prepares individuals to perform basic data and text entry using standard and customized software products. Includes instructions in keyboarding skills, personal computer and work station operation, and various interactive software programs used for tasks such as word processing, spreadsheets, databases and others.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1210</td>
<td>Electronic Calculators</td>
<td>2</td>
</tr>
<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
</tr>
<tr>
<td>XXXX xxxx</td>
<td>Occupational Guided Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

15 minimum semester hour credits required for certificate

DRAFTER’S ASSISTANT (DA31)
(Replaces DRA1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1101</td>
<td>CAD Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>DFTG 1103</td>
<td>Multiview/Basic Dimensioning</td>
<td>4</td>
</tr>
</tbody>
</table>

11 minimum semester hour credits required for certificate

EARLY CHILDHOOD CARE/EDUCATION BASICS
(EC31)
(Replaces EC11)
Program Description:
The Early Childhood Care and Education (ECCE) Basic TCC includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and health, safety, and nutrition course. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a child care center and family day care center.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCE 1101</td>
<td>Introduction to Early Childhood Care and Education</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1103</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECCE 1105</td>
<td>Health, Safety and Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

9 minimum semester hour credits required for certificate

ELECTRICAL LINELWORKER (EL11)
(Replaces ELL1)

Program Description:
The Electrical Lineworker certificate program provides students with the necessary knowledge and skill to gain employment as an entry-level lineworker with electrical utility companies, both public and private. Topics include lineworker organization principles, lineworker workplace skills, lineworker automations skills, and lineworker occupational skills.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELCR 1800</td>
<td>Electrical Lineworker Organization Principles</td>
<td>3</td>
</tr>
<tr>
<td>ELCR 1820</td>
<td>Electrical Lineworker Workplace Skills</td>
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</tr>
<tr>
<td>ELCR 1840</td>
<td>Electrical Lineworker Automation Skills</td>
<td>2</td>
</tr>
<tr>
<td>ELCR 1860</td>
<td>Electrical Lineworker Occupational Skills</td>
<td>5</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

EMERGENCY MEDICAL TECHNICIAN (EMJ1)
(Replaces EMB1)

Program Description:
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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1110</td>
<td>Introduction to the EMT Profession</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1120</td>
<td>EMT Assessment/Airway Management and Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1130</td>
<td>Medical Emergencies for the EMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1140</td>
<td>Special Patient Populations</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1150</td>
<td>Shock and Trauma for the EMT</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 1160</td>
<td>Clinical and Practical Applications for the EMT</td>
<td>1</td>
</tr>
</tbody>
</table>

16 minimum semester hour credits required for certificate

Acceptance into the Emergency Medical Technician Certificate program does not necessarily guarantee qualification of employment as an EMT. A drug test and a criminal background check may be a stipulation by the employer before obtaining employment as an EMT.

ENVIRONMENTAL HORTICULTURE TECHNICIAN (EH11)
(Replaces ENH1)

Program Description:
The Environmental Horticulture Technician technical certificate of credit prepares students to engage in the propagation, growing and marketing of plants for use in the home, business or the landscape greenhouse and nursery operations. The program provides a solid foundation of plant knowledge and nursery, garden center skills to equip students to work effectively in nurseries, retail garden centers, and entrepreneurial enterprises. The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>HORT 1000</td>
<td>Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1040</td>
<td>Landscape Installation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1050</td>
<td>Nursery Production and Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1080</td>
<td>Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1310 l</td>
<td>Irrigation</td>
<td>3</td>
</tr>
</tbody>
</table>

15 minimum semester hour credits required for certificate
FLUX CORED ARC WELDER (FC61)
(Replaces WJS1)

Program Description:
The 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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1153</td>
<td>Flux Cored Arc Welding</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose one of the following courses:

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
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</thead>
<tbody>
<tr>
<td>WELD 1040</td>
<td>Flat Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1090</td>
<td>Gas Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1110</td>
<td>Gas Tungsten Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1150</td>
<td>Advanced Gas Tungsten Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1151</td>
<td>Fabrication Processes</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1152</td>
<td>Pipe Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1154</td>
<td>Plasma Cutting</td>
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</tr>
<tr>
<td>WELD 1030</td>
<td>Blueprint Reading for Welding Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

13 minimum semester hour credits required for certificate

FRAMING CARPENTER (FC71)
(SCYDC ONLY)
(Replaces 5AX1)

Program Description:
The Framing Carpenter certificate program prepares students for employment as framing carpenters. Program graduates are trained in the use of hand and power tools, materials, blueprint reading, and floor, wall, ceiling and roof framing.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARP 1070</td>
<td>Site Layout, Footings and Foundations</td>
<td>3</td>
</tr>
<tr>
<td>CARP 1105</td>
<td>Floor and Wall Framing</td>
<td>4</td>
</tr>
<tr>
<td>CARP 1110</td>
<td>Ceiling and Roof Framing and Covering</td>
<td>5</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

GARDEN CENTER TECHNICIAN (GC31)
(Replaces 5AK1)

Program Description:
Prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers. Students will also develop contemporary
business concepts as they apply to landscape and garden centers.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1010</td>
<td>Woody Ornamental Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1020</td>
<td>Herbaceous Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1140</td>
<td>Horticulture Business Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1080</td>
<td>Pest Management</td>
<td>3</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

**GAS METAL ARC WELDER (GM31)**

(Replaces 5BW1)

**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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1090</td>
<td>Gas Metal Arc Welding</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one of the following courses:

| WELD 1150  | Advanced Gas Tungsten Arc Welding     | 3       |
| WELD 1151  | Fabrication Processes                 | 3       |
| WELD 1152  | Pipe Welding                          | 3       |
| WELD 1153  | Flux Cored Arc Welding                | 4       |
| WELD 1154  | Plasma Cutting                        | 3       |
| WELD 1156  | Ornamental Iron Works                 | 3       |
| WELD 1030  | Blueprint Reading for Welding Technology | 3     |
| WELD 1040  | Flat Shielded Metal Arc Welding        | 4       |

13 minimum semester hour credits required for certificate

**HORTICULTURAL PESTICIDE APPLICATOR (HP21)**

(Replaces HPA1)

**Program Description:**
The Horticulture Pesticide Applicator technical certificate of credit provides skills necessary for entry-level employment as a horticulture pesticide applicator. Topics include: Horticulture sciences, plant identification, pest management and turfgrass management.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1000</td>
<td>Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1010</td>
<td>Woody Ornamental Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1080</td>
<td>Pest Management</td>
<td>3</td>
</tr>
</tbody>
</table>
INDUSTRIAL ELECTRICIAN (IE41)
(Replaces ISB1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDSY 1130</td>
<td>Industrial Wiring</td>
<td>5</td>
</tr>
</tbody>
</table>

Select one of the following courses:

**OR**

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDSY 1101</td>
<td>DC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>IDFC 1011</td>
<td>Direct Current I</td>
<td>3</td>
</tr>
<tr>
<td>ELTR 1020</td>
<td>Electrical Systems Basics I</td>
<td>3</td>
</tr>
<tr>
<td>IDFC 1012</td>
<td>Alternating Current I</td>
<td>3</td>
</tr>
<tr>
<td>IDSY 1105</td>
<td>AC Circuit Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

11 minimum quarter hour credits required for certificate

INDUSTRIAL FLUID POWER TECHNICIAN (IF11)
(Replaces IFP1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDSY 1170</td>
<td>Industrial Mechanics</td>
<td>6</td>
</tr>
<tr>
<td>IDSY 1190</td>
<td>Fluid Power and Piping Systems</td>
<td>6</td>
</tr>
</tbody>
</table>

10 minimum semester hour credits required for certificate
INDUSTRIAL MOTOR CONTROL TECHNICIAN (IM41)  
(Replaces MTC1)

Program Description:
The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDSY 1110</td>
<td>Industrial Motor Controls I</td>
<td>5</td>
</tr>
<tr>
<td>IDSY 1210</td>
<td>Industrial Motor Controls II</td>
<td>5</td>
</tr>
</tbody>
</table>

10 minimum semester hour credits required for certificate

INDUSTRIAL WIRING TECHNICIAN (IW11)  
(Replaces CWT1)

Program Description:
The Industrial Wiring Technician Technical Certificate of Credit provides basic skills for commercial and industrial wiring applications. Topics include safety procedures, direct current circuits, and wiring applications.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDFC 1007</td>
<td>Industrial Safety Procedures</td>
<td>2</td>
</tr>
<tr>
<td>IDFC 1011</td>
<td>Direct Current I</td>
<td>3</td>
</tr>
<tr>
<td>ELTR 1080</td>
<td>Commercial Wiring I</td>
<td>5</td>
</tr>
<tr>
<td>ELTR 1090</td>
<td>Commercial Wiring II</td>
<td>3</td>
</tr>
</tbody>
</table>

13 minimum semester hour credits required for certificate

LANDSCAPE SPECIALIST (LS11)  
(Replaces 5AE1)

Program Description:
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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1000</td>
<td>Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1010</td>
<td>Woody Ornamental Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1040</td>
<td>Landscape Installation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1080</td>
<td>Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1120</td>
<td>Landscape Management</td>
<td>3</td>
</tr>
</tbody>
</table>

15 minimum semester hour credits required for certificate
LATHE OPERATOR (LP11)
(Replaces 5AJ1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHT 1011</td>
<td>Introduction to Machine Tool</td>
<td>4</td>
</tr>
<tr>
<td>MCHT 1012</td>
<td>Blueprint for Machine Tool</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1119</td>
<td>Lathe Operations I</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1219</td>
<td>Lathe Operations II</td>
<td>3</td>
</tr>
</tbody>
</table>

13 minimum semester hour credits required for certificate

LAWN MAINTENANCE SPECIALIST (LM11)
(Replaces LMA1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1040</td>
<td>Landscape Installation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1080</td>
<td>Pest Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following courses:

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1000</td>
<td>Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1410</td>
<td>Soils</td>
<td>3</td>
</tr>
</tbody>
</table>

9 minimum semester hour credits required for certificate

LIGHT COMMERCIAL AIR CONDITIONING SPECIALIZATION (LC11)
(Replaces ADL1)

Program Description:
The Light Commercial Air Conditioning Specialization TCC is a sequence of courses that prepares diploma or degree graduates or air conditioning technicians for careers in the light commercial air conditioning industry. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive a Light Commercial Air Conditioning Specialization Technical Certificate of Credit.
Technical Certificates

COURSE NO. OCCUPATIONAL COURSES CREDITS
AIRC 2005 Design and Application of Light Commercial Air Conditioning 3
AIRC 2010 Light Commercial Air Conditioning Control Systems 3
AIRC 2020 Light Commercial Air Conditioning Systems Operation 5

11 minimum semester hour credits required for certificate

MEDICAL BILLING CLERK (MB21)
(Replaces MBC1)

Program Description:
The Medical Billing Clerk program provides instruction in medical insurance and medical billing for reimbursement purposes.

COURSE NO. OCCUPATIONAL COURSES CREDITS
COMP 1000 Introduction to Computers 3
ALHS 1011 Structure and Function of the Human Body 5
ALHS 1090 Medical Terminology for Allied Health Sciences 2
BUSN 1440 Document Production 4
BUSN 2370 Medical Office Billing/Coding/Insurance 3
XXXX xxxx Elective 3
XXXX xxxx Occupational Guided Elective 2

20 minimum semester hour credits required for certificate

MEDICAL CODING (MC41)
(Replaces DGP1)

Program Description:
The Medical Coding Technical Certificate of Credit provides a basic short-term academic credential with potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Medical Coding Technical Certificate of Credit program provides basic training in anatomy and physiology, medical terminology, and medical procedural and physicians procedural coding skills.

COURSE NO. OCCUPATIONAL COURSES CREDITS
ALHS 1011 Anatomy and Physiology 5
ALHS 1090 Medical Terminology for Allied Health Sciences 2
ENGL 1010 Fundamentals of English I 3
MAST 1120 Human Pathological Conditions
MEDICAL FRONT OFFICE ASSISTANT (MF21)
(Replaces 5DE1)

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

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2340</td>
<td>Medical Administrative Procedures</td>
<td>4</td>
</tr>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>XXXXxxxx</td>
<td>Guided Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

22 minimum semester hour credits required for certificate
MAST 1060  Medical Office Procedures  4
ALHS 1040  Introduction to Health Care  3

AND

Select one of the following groups:

GROUP 1:
COMP 1000  Introduction to Computers  3
BUSN 1440  Document Production  4

GROUP 2:
MAST 1100  Medical Insurance Management  2
MAST 1110  Administrative Practice Management  3

16 minimum semester hour credits required for certificate

MICROSOFT OFFICE APPLICATION PROFESSIONAL (MF41)
(Replaces 5CG1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1400</td>
<td>Word Processing Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1410</td>
<td>Spreadsheet Concepts and Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1420</td>
<td>Database Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1430</td>
<td>Desktop Publishing and Presentation Applications</td>
<td>4</td>
</tr>
<tr>
<td>XXXXxxxx</td>
<td>Guided Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

22 minimum semester hour credits required for certificate

MICROSOFT OFFICE APPLICATION SPECIALIST (MF51)
(Replaces 5AN1)

Program Description:
The Microsoft Office Application Specialist certificate program enables the student to upgrade his/her microcomputer application software skills and prepare for certification.
### MICROSOFT WORD APPLICATION PROFESSIONAL

**MWA1**

*Replaces 5CH1*

**Program Description:**

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

<table>
<thead>
<tr>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1400</td>
<td>Word Processing Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1440</td>
<td>Document Production</td>
<td>4</td>
</tr>
<tr>
<td>XXXX xxxx</td>
<td>Guided Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**14** minimum semester hour credits required for certificate

### MICROSOFT WORD APPLICATION SPECIALIST

**MW11**

*SCYDC Only*

*Replaces MOW1*

**Program Description:**

The certificate program provides students with the knowledge and skills to perform work processing, spreadsheet, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers. Occupational Trends: The need to replace workers who transfer to other occupations or leave this large occupation for other reasons will produce numerous job openings each year. Job prospects will be most favorable for those with the best technical skills and be willing to upgrade their skills continuously in order to remain marketable.

<table>
<thead>
<tr>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

185
CIST 1102  Keyboarding  3
CIST 2127  Comprehensive Word Processing Techniques  3

9 minimum semester hour credits required for certificate

MILL OPERATOR (MP11)
(Replaces 5AH1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHT 1011</td>
<td>Introduction to Machine Tool</td>
<td>4</td>
</tr>
<tr>
<td>MCHT 1012</td>
<td>Blueprint for Machine Tool</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1120</td>
<td>Mill Operation I</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1220</td>
<td>Mill Operations II</td>
<td>3</td>
</tr>
</tbody>
</table>

13 minimum semester hour credits required for certificate

MOBILE ELECTRONICS TECHNICIAN (ME61)
(Replaces MBE1)

Program Description:
The Mobile Electronics Technician Technical Certificate of Credit is designed to provide students with short term training to prepare them for entry level employment in the field of car audio systems installation. Topics include direct and alternating current principles, soldering techniques, and system installation procedures.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDFC 1011</td>
<td>Direct Current I</td>
<td>3</td>
</tr>
<tr>
<td>IDFC 1012</td>
<td>Alternating Current I</td>
<td>3</td>
</tr>
<tr>
<td>ELCR 1005</td>
<td>Soldering Technology</td>
<td>1</td>
</tr>
<tr>
<td>ELCR 1300</td>
<td>Mobile Audio and Video Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

10 minimum semester hour credits required for certificate

MOTORSPORTS CHASSIS TECHNICIAN (MCB1)
(Replaces MSH1)

Program Description:
The Motorsports Chassis Technician certificate program prepares students for an entry level or apprenticeship position with a racing team helping prepare a race car for proper chassis set up and minor repair at the race
track. The program includes identification of different chassis types and construction methods, proper scale set up, weighing a race vehicle, and making adjustments affecting weight distribution. The program also covers front end geometry, shock testing, and spring rate testing related to vehicle handling characteristics of different types of racing vehicles.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSVT 1000</td>
<td>Introduction to Motorsports and Race Vehicle Systems</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1011</td>
<td>Introduction to Machine Tool</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>MSVT 1050</td>
<td>Fabrication Techniques</td>
<td>6</td>
</tr>
<tr>
<td>MSVT 2020</td>
<td>Race Car Preparation and Testing</td>
<td>3</td>
</tr>
</tbody>
</table>

19 minimum semester hour credits required for certificate

MOTORSPORTS ENGINE BUILDER (MEB1)
(Replaces MSB1)

Program Description:
The Motorsports Engine Builder certificate program prepares students for an entry level or apprenticeship in an engine building, testing or machining facility. The program deals with assembly and disassembly of components, precision measurement of wear, and assembly procedures involved in blueprinting an engine. The program also covers related lubrication, cooling, and ignition systems and components used on modern racing engines. The course includes engine hook up to an engine dynamometer and proper engine break in and Dyno testing.

<table>
<thead>
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<th>COURSE NO.</th>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSVT 1000</td>
<td>Introduction to Motorsports and Race Vehicle Systems</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1011</td>
<td>Introduction to Machine Tool</td>
<td>4</td>
</tr>
<tr>
<td>MSVT 2010</td>
<td>Engine Design, Building and Testing</td>
<td>3</td>
</tr>
</tbody>
</table>

10 minimum semester hour credits required for certificate

MOTORSPORTS FABRICATION TECHNICIAN (MFT1)
(Replaces MSF1)

Program Description:
The Motorsports Fabrication certificate program prepares students for an entry level or apprenticeship position in a racing vehicle shop, custom shop, or street rod shop fabricating related parts. The student will learn how to identify types of metals, form various shapes, and identify types of fastening methods for various applications. Students will also learn machining methods as they apply to basic fabrication and the fabrication techniques
associated with carbon fiber race cars of the installation methods of fitting body panels to IMCA style stock cars.

<table>
<thead>
<tr>
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<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSVT 1000</td>
<td>Introduction to Motorsports and Race Vehicle Systems</td>
<td>3</td>
</tr>
<tr>
<td>MCHT 1011</td>
<td>Introduction to Machine Tool</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding</td>
<td>3</td>
</tr>
<tr>
<td>MSVT 1050</td>
<td>Fabrication Techniques</td>
<td>6</td>
</tr>
<tr>
<td>MSVT 2005</td>
<td>Body and Chassis Design and Fabrication</td>
<td>5</td>
</tr>
</tbody>
</table>

21 minimum semester hour credits required for certificate

**NAIL TECHNICIAN (NT11)**
(Replaces NAP1)

**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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSM 1000</td>
<td>Introduction to Cosmetology Theory</td>
<td>4</td>
</tr>
<tr>
<td>COSM 1070</td>
<td>Nail Care and Advanced Techniques</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1180</td>
<td>Nail Care I</td>
<td>5</td>
</tr>
<tr>
<td>COSM 1120</td>
<td>Salon Management</td>
<td>3</td>
</tr>
<tr>
<td>COSM 1190</td>
<td>Nail Care II</td>
<td>5</td>
</tr>
</tbody>
</table>

20 minimum semester hour credits required for certificate

**NETWORK ADMINISTRATOR (NA11)**
(Replaces 5BC1)

**Program Description:**
This certificate program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure, and maintain networks using Windows networking software. The student is prepared to take the MCP (Microsoft Certified Professional) exam.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1130</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>
NETWORK TECHNICIAN (NT21)
(Replaces 5BD1)
Program Description:
The Network Technician technical certificate of credit provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure, and maintain networks using Windows networking software.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1130</td>
<td>Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1401</td>
<td>Computer Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

14 minimum semester hour credits required for certificate

NURSERY/GREENHOUSE TECHNICIAN (PPS1)
Program Description:
Prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 1000</td>
<td>Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1010</td>
<td>Woody Ornamental Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1020</td>
<td>Herbaceous Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1030</td>
<td>Greenhouse Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1050</td>
<td>Nursery Production and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

15 minimum semester hour credits required for certificate

OFFICE ACCOUNTING SPECIALIST (OA31)
(Replaces 5AY1)

189
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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1105</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1115</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

14 minimum semester hour credits required for certificate

PATIENT CARE ASSISTANT (PC21)
(Replaces TTP1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHS 1011</td>
<td>Structure and Function of the Human Body</td>
<td>5</td>
</tr>
<tr>
<td>ALHS 1040</td>
<td>Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1060</td>
<td>Diet and Nutrition for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>NAST 1100</td>
<td>Nurse Aide Fundamentals</td>
<td>6</td>
</tr>
</tbody>
</table>

23 minimum semester hour credits required for certificate

Acceptance into the Patient Care Assistant certificate program does not guarantee participation in the clinical setting. A physical examination is required prior to entering the clinical facility. A drug test and a criminal background check may be a stipulation by the clinical facility before beginning the clinical rotation. Failure to complete such requirement to the satisfaction of the clinical facility could prohibit the clinical experience, thus, terminating participation before graduation.
PAYROLL ACCOUNTING SPECIALIST (PA61)
(Replaces 5AP1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1105</td>
<td>Financial Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 1115</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1130</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

17 minimum semester hour credits required for certificate

PC REPAIR AND NETWORK TECHNICIAN (PR21)
(Replaces 5AV1)

Program Description:
The PC Repair and Network Technician certificate prepares the student with the skills needed to perform personal computer troubleshooting and repair.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1122</td>
<td>Hardware Installation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIST xxxx</td>
<td>CIS Operating System</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following Networking Courses:

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 1401</td>
<td>Computer Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2441</td>
<td>Cisco Networking for Home and</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Small Businesses</td>
<td></td>
</tr>
<tr>
<td>CIST 2451</td>
<td>Cisco Network Fundamentals</td>
<td>4</td>
</tr>
</tbody>
</table>

18 minimum semester hour credits required for certificate

PHLEBOTOMY TECHNICIAN (PT21)
(Replaces PYP1)

Program Description:
The Phlebotomy Technician 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.
Technical Certificates

2014-2015

COURSE NO. | OCCUPATIONAL COURSES                          | CREDITS |
-----------|-----------------------------------------------|---------|
ALHS 1011  | Structure and Function of the Human Body      | 5       |
ALHS 1090  | Medical Terminology for Allied Health Sciences | 2       |
ALHS 1040  | Introduction to Health Care                   | 3       |
COMP 1000  | Introduction to Computers                     | 3       |
PHLT 1030  | Introduction to Venipuncture                  | 3       |
PHLT 1050  | Clinical Practice                             | 5       |
ENGL 1010  | Fundamentals of English I                     | 3       |

24 minimum semester hour credits required for certificate

PHOTOVOLTAIC SYSTEMS INSTALLATION AND REPAIR TECHNICIAN (PS11)
(Replaces PSI1)

Program Description:
The Photovoltaic Systems Installation and Repair Technician Technical Certificate of Credit provides individuals with the opportunity to enter the workforce area that specializes in electrical applications of installing, inspecting, and repairing solar panels in the electrical construction industry.

COURSE NO. | OCCUPATIONAL COURSES                          | CREDITS |
-----------|-----------------------------------------------|---------|
IDFC 1007  | Industrial Safety Procedures                  | 2       |
IDFC 1011  | Direct Current I                               | 3       |
ELTR 1020  | Electrical Systems Basics I                    | 3       |
ELTR 1060  | Electrical Prints, Schematics, and Symbols     | 2       |
ELTR 1525  | Photovoltaic Systems                           | 5       |

15 minimum semester hour credits required for certificate

PIPE WELDER (PW11)
(Replaces ADW1)

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.

COURSE NO. | OCCUPATIONAL COURSES                          | CREDITS |
-----------|-----------------------------------------------|---------|
WELD 1150  | Advanced Gas Tungsten Arc Welding              | 3       |
WELD 1151  | Fabrication Processes                          | 3       |
WELD 1152  | Pipe Welding                                   | 3       |

9 minimum quarter hour credits required for certificate
PREP COOK (PC51)  
(Replaces 5AC1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUUL 1000</td>
<td>Fundamentals of Culinary Arts</td>
<td>4</td>
</tr>
<tr>
<td>CUUL 1120</td>
<td>Principles of Cooking</td>
<td>6</td>
</tr>
<tr>
<td>CUUL 1110</td>
<td>Culinary Safety and Sanitation</td>
<td>2</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

PULP AND PAPER OPERATIONS (PA31)  
(Replaces PP01)

Program Description:  
The Pulp and Paper Operations TCC is a sequence of courses designed to prepare students for entry into the pulp and paper products industry. In addition, this program provides supplemental training for present industry employees needing to upgrade their skills in this field.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations &amp; Professional Development</td>
<td>2</td>
</tr>
<tr>
<td>IDFC 1007</td>
<td>Industrial Safety Procedures</td>
<td>2</td>
</tr>
<tr>
<td>PPOT 1000</td>
<td>Pulp and Paper Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>PPOT 1010</td>
<td>Pulping, Washing, and Chemical Recovery</td>
<td>3</td>
</tr>
<tr>
<td>PPOT 1020</td>
<td>Pulp Screening, Bleaching and Recycling</td>
<td>3</td>
</tr>
<tr>
<td>PPOT 1030</td>
<td>Pulp and Paper Machine and Finishing Operations</td>
<td>3</td>
</tr>
<tr>
<td>PPOT 1040</td>
<td>Quality/Operations Management and Pollution Abatement</td>
<td>3</td>
</tr>
</tbody>
</table>

22 minimum semester hour credits required for certificate

RAILCAR REPAIR TECHNICIAN (RR11)  
(Replaces RRT1)

Program Description:  
The Railcar Repair Technician certificate program provides individuals with an opportunity to enter the workforce in an area that specializes in the repair of all classifications of railcars. Railcar Repair consists of developing skills for reviewing specifications and work orders, air brake repair and renewing, and general and specialized repairs of major and minor
components.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1040</td>
<td>Flat Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1050</td>
<td>Horizontal Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>RCRT 1106</td>
<td>Introduction to Railcar Structural Components</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1060</td>
<td>Vertical Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 1070</td>
<td>Overhead Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>RCRT 1108</td>
<td>AAR Rules and Regulations</td>
<td>3</td>
</tr>
<tr>
<td>RCRT 1110</td>
<td>Railcar Airbrake Equipment &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>RCRT 1112</td>
<td>Railcar Components Parts Repair</td>
<td>3</td>
</tr>
<tr>
<td>RCRT 1114</td>
<td>Railcar Equipment Accessories &amp; Repair</td>
<td>3</td>
</tr>
</tbody>
</table>

36 minimum semester hour credits required for certificate

RESIDENTIAL WIRING TECHNICIAN (RW61)
(Replaces RWT1)

Program Description:
The Residential Wiring Technician program is designed to introduce students to residential wiring techniques. Upon completion, students will be ready to enter the electrical field as electrical apprentices.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>ELTR 1020</td>
<td>Electrical Systems Basics I</td>
<td>3</td>
</tr>
<tr>
<td>ELTR 1060</td>
<td>Electrical Prints, Schematics, and Symbols</td>
<td>2</td>
</tr>
<tr>
<td>ELTR 1205</td>
<td>Residential Wiring I</td>
<td>3</td>
</tr>
<tr>
<td>ELTR 1210</td>
<td>Residential Wiring II</td>
<td>3</td>
</tr>
<tr>
<td>IDFC 1007</td>
<td>Industrial Safety Procedures</td>
<td>2</td>
</tr>
</tbody>
</table>

13 minimum semester hour credits required for certificate

RESTAURANT OPERATIONS SPECIALIST (RPS1)
(Replaces ROS1)

Program Description:
The Restaurant Operations Specialist certificate program is a sequence of courses that prepare students for the culinary 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. Entry-level persons will be prepared to pursue opportunities as a front-of-the-house or gourmet supervisor.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUUL 1129</td>
<td>Fundamentals of Restaurant Operations</td>
<td>4</td>
</tr>
</tbody>
</table>
CUUL 2160  Contemporary Cuisine  4
CUUL 2190  Principles of Culinary Leadership  4

12 minimum semester hour credits required for certificate

RETAIL MERCHANDISE MANAGER (RMM1)
(Replaces MER1)

Program Description:
The Retail Merchandise Manager certificate is designed to prepare students to plan and supervise the purchase and marketing of merchandise in a broad area. In department store chains, with numerous stores, many of the buying and merchandising functions are centralized in one location. Managers decide which merchandise is best for their own stores.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>MKTG 1370</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1270</td>
<td>Visual Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2070</td>
<td>Buying and Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 2270</td>
<td>Retail Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 1100</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>MKTG 2010</td>
<td>Small Business</td>
<td>3</td>
</tr>
</tbody>
</table>

15 minimum semester hour credits required for certificate

SMALL BUSINESS MARKETING MANAGER (SB51)
(Replaces SB01)

Program Description:
The Operations Management Specialist Certificate prepares individuals to manage and direct day-to-day functions of a variety of small businesses. Learning opportunities will introduce, develop and reinforce students knowledge, skills and attitudes required for job acquisition, retention and success in small business management. Graduates will receive a Small Business Management Specialist TCC.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 1100</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1130</td>
<td>Business Regulations and Compliance</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1160</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1190</td>
<td>Integrated Marketing Communications</td>
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</tr>
<tr>
<td>MKTG 2010</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

15 minimum semester hour credits required for certificate
SUPERVISOR/MANAGEMENT SPECIALIST (SS31)
(Replaces SUM1)

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.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 1100</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 1115</td>
<td>Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2115</td>
<td>Human Resource Management</td>
<td>3</td>
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</table>

Select one of the following courses:

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 1110</td>
<td>Employment Law</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 1130</td>
<td>Business Regulations and Compliance</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 2120</td>
<td>Labor Management Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

12 minimum semester hour credits required for certificate

TRANSPORT TEMPERATURE CONTROL TECHNICIAN (TT11)
(Replaces TTC1)

Program Description:
The Transport Temperature Control Technician, Technical Certificate of Credit program provides individuals with an opportunity to enter the workforce area that specializes in the installation, repair, and service of Transport Temperature Control Systems for a variety of mobile applications including trailers, truck bodies, buses, shipboard containers, railway cars, and off road equipment.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
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<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>DIET 1000</td>
<td>Introduction to Diesel Technology, Tools, and Safety</td>
<td>3</td>
</tr>
<tr>
<td>AIRC 1010</td>
<td>Refrigeration Principles and Practices</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 1005</td>
<td>Refrigeration Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>DIET 2140</td>
<td>Introduction to Mobile Temperature Control</td>
<td>3</td>
</tr>
<tr>
<td>IDFC 1011</td>
<td>Direct Current I</td>
<td>3</td>
</tr>
<tr>
<td>IDFC 1012</td>
<td>Alternating Current I</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1010</td>
<td>Diesel Electrical and Electronic Systems</td>
<td>7</td>
</tr>
<tr>
<td>DIET 2141</td>
<td>Transport Temperature Control Certification</td>
<td>3</td>
</tr>
</tbody>
</table>

30 minimum semester hour credits required for certificate
TURFGRASS MAINTENANCE TECHNICIAN (TM21)  
(Replaces 5AF1)

Program Description:
Turfgrass management is the study of the science and culture of fine grasses that are used on golf courses, athletic fields, home lawns, and other areas requiring an attractive but functional groundcover. Increasing interest in outdoor recreational activities as well as aesthetically appealing landscaped areas has created a demand for professional turfgrass maintenance.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>HORT 1080</td>
<td>Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1310</td>
<td>Irrigation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1330</td>
<td>Turfgrass Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 1410</td>
<td>Soils</td>
<td>3</td>
</tr>
</tbody>
</table>

12 minimum quarter hour credits required for certificate

UTILITY EQUIPMENT TECHNICIAN (UET1)  
(Replaces UET1)

Program Description:
The Utility Equipment Technology training program, TCC prepares individuals for entry level employment opportunities with local, regional, and national utility companies.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>OCCUPATIONAL COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEQT 1100</td>
<td>Utility Equipment Organization Principles</td>
<td>3</td>
</tr>
<tr>
<td>UEQT 1110</td>
<td>Utility Equipment Mechanical and Hydraulic Skill Development</td>
<td>3</td>
</tr>
<tr>
<td>UEQT 1120</td>
<td>Utility Equipment Workplace Skills</td>
<td>3</td>
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<tr>
<td>UEQT 1130</td>
<td>Utility Equipment Occupational Skills</td>
<td>3</td>
</tr>
<tr>
<td>UEQT 1140</td>
<td>Utility Equipment Aerial Device Service</td>
<td>2</td>
</tr>
<tr>
<td>UEQT 1150</td>
<td>Utility Equipment Component Rebuild</td>
<td>2</td>
</tr>
<tr>
<td>UEQT 1160</td>
<td>Utility Equipment Fluid Power Training and Certification</td>
<td>2</td>
</tr>
</tbody>
</table>

18 minimum semester hour credits required for certificate

WELDING AND BRAZING TECHNICIAN (WT21)  
(Replaces BWT1)

Program Description:
The Welding/Brazing Technician, TCC introduces the student to gas cutting, welding and brazing. The skills students gain in this certificate will enable them to fabricate and fit component parts of tubing and piping necessary to complete heating and air conditioning units.
<table>
<thead>
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<tbody>
<tr>
<td>WELD 1000</td>
<td>Introduction to Welding Technology</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1020</td>
<td>Oxyacetylene Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD 1151</td>
<td>Fabrication Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

11 minimum semester hour credits required for certificate

**WELDING BLUEPRINT READING (WB11)**
(Replaces WBR1)

Program Description:
The Welding Blueprint Reading TCC is a sequence of courses that prepares the welding technician to read and understand welding symbols, drawings, measurements, and inspection requirements necessary to fabricate weldments. The student will understand the safety issues associated with welding and fabrication of these weldments. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive a Welding Blueprint Reading Certificate.

<table>
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<td>WELD 1010</td>
<td>Oxyfuel Cutting</td>
<td>3</td>
</tr>
<tr>
<td>WELD 1030</td>
<td>Blueprint Reading for Welding Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

9 minimum semester hour credits required for certificate
COURSE DESCRIPTIONS

Course descriptions are arranged in alphabetical-numerical order. The number shown immediately following the course title indicates in sequence the number of credit hours and the number of contact hours per week for the course. Course prerequisites are specified. Learning Support courses receive institutional credit only. These courses are not limited in total hours required for program completion. No Learning Support courses can be used to satisfy program elective requirements.

ACCT 1100 - Financial Accounting I (4)
(Replaces ACC 1101 and a portion of ACC 1102—see ACC 1105)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces a portion of ACC 1102—see ACCT 1100, and a portion of ACC 1103—see ACCT 1110)
Pre-requisites: ACCT 1100
Co-requisites: 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 1110 - Managerial Accounting (3)
(Replaces ACC 2158 or ACC 2150 and a portion of ACC 1103—see ACCT 1105)
Pre-requisites: ACCT 1105
Co-requisites: 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 1115 - Computerized Accounting (3)
(Replaces ACC 1104)
Pre-requisites: ACCT 1100, COMP 1000
Co-requisites: 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)
(Replaces ACC 1106 and ACC 2160)
Pre-requisites: COMP 1000
Co-requisites: 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)
(Replaces ACC 1151)
Pre-requisites: None
Co-requisites: 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)
(Replaces ACC 1152)
Pre-requisites: ACCT 1100
Co-requisites: 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 2100 - Accounting Internship I (4)
(Replaces ACC 2167)
Pre-requisites: All non-elective courses required for program completion.
Co-requisites: 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)**
(Replaces ACC 2168)
Pre-requisites: All non-elective courses required for program completion.
Co-requisites: 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 2110 - Accounting Simulation (3)**
(Replaces ACC 2159)
Pre-requisites: ACCT 1105, ACCT 1115, ACCT 1120
Co-requisites: None
Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

**ACCT 2115 - Bookkeeper Certification Review (3)**
(Replaces ACC 2164)
Pre-requisites: Program Admission
Co-requisites: None
Reviews the topics of adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. Prepares the students to take certification testing.

**ACCT 2120 - Business Tax Accounting (3)**
(Replaces ACC 2156)
Pre-requisites: None
Co-requisites: ACCT 1125
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections,
adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2125 - Capstone Review Course of Accounting Principles (3)
(Replaces ACC 2165)
Pre-requisites: Hold a 2-year Associate degree in Accounting or take the following three courses: ACCT 1105, ACCT 1125, ACCT 1130
Co-requisites: None
Guides the student in dealing with ethics, internal control, fraud and financial statement analysis in the accounting environment which will require students to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. Will prepare students in developing a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. Will help the student understand financial statement analysis and the relation to fraud, and fraud detection. Will prepare the student for the ACAT Comprehensive Examination for Accreditation in Accountancy.

ACCT 2130 - Integrated Accounting Management Systems (3)
(Replaces ACC 2157)
Pre-requisites: ACCT 1105, ACCT 1115, ACCT 1120
Co-requisites: None
Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include: creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACCT 2140 - Legal Environment of Business (3)
(Replaces ACC 2155)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces ACC 2154)
Pre-requisites: None
Co-requisites: 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.
ACRP 1000 - Introduction to Auto Collision Repair (4)
(Replaces ACR 1100 and ACR 1050)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces ACR 1070 and ACR 1280)
Pre-requisites: None
Co-requisites: 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)
(Replaces ACR 1100 and ACR 1050)
Pre-requisites: None
Co-requisites: 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)
(Replaces ACR 1060)
Pre-requisites: Program Admission
Co-requisites: 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 1018 - Mechanical and Electrical Systems (4)
(Replaces ACR 1040 and ACR 1270)
Pre-requisites: Program Admission
Co-requisites: ACRP 1000
This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1030 - Car Detailing (3)
(Replaces AUT 157)
Pre-requisites: Program Admission
Co-requisites: None
This course trains students to inspect and improve the appearance of vehicles to a reconditioned state by cleaning, polishing, waxing, treating, and spot painting the vehicle finish and components. Topics include: engine cleaning, interior care, exterior finishing, tire, fender-well and under-car cleaning, convertible/cloth top care,
trunk detailing, and applying decals and pin stripes. Safety and appropriate use of materials will be emphasized. This course will also prepare students to properly interact with customers in order to generate repeat business.

ACRP 2000 - Introduction to Refinishing (5)
(Replaces ACR 1300, ACR 2360 and a portion of ACR 1320—see ACRP 2005)
Pre-requisites: Provisional Admission
Co-requisites: 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 2005 - Fundamentals of Refinishing I (5)
(Replaces ACR 2340 and a portion of ACR 1320—see ACRP 2000)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces ACR 2350)
Pre-requisites: None
Co-requisites: 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 (3)
(Replaces ACR 2370)
Pre-requisites: ACRP 1000
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)
(Replaces ACR 1090, ACR 1200, ACR 1210, and ACR 2240)
Pre-requisites: ACRP 1000
Co-requisites: 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)
(Replaces ACR 2250 and ACR 2260)
Pre-requisites: ACRP 1000
Co-requisites: 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 (3)
(Replaces ACR 1290)
Pre-requisites: ACRP 1000
Co-requisites: ACRP 2010, 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 andfixturing 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.

AIRC 1005 - Refrigeration Fundamentals (4)
(Replaces ACT 100 and IFC 100)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces ACT 101)
Pre-requisites: AIRC 1005
Co-requisites: None
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 Systems Components (4)
(Replaces ACT 102)
Pre-requisites: AIRC 1005
Co-requisites: None
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)
(Replaces ACT 103)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces ACT 104)
Pre-requisites: AIRC 1030
Co-requisites: None
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 Controls (4)
(Replaces ACT 105 and ACT 106)
Pre-requisites: None
Co-requisites: AIRC 1030
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 Systems Application and Installation (4)
(Replaces ACT 107 and ACT 108)
Pre-requisites: None
Co-requisites: AIRC 1010, AIRC 1030
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)
(Replaces ACT 110)
Pre-requisites: AIRC 1030
Co-requisites: 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)
(Replaces ACT 111)
Pre-requisites: AIRC 1010, AIRC 1030
Co-requisites: None
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)**  
(Replaces ACT 109)  
Pre-requisites: AIRC 1010, AIRC 1030  
Co-requisites: None  
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 2005 - Design and Application of Light Commercial Air Conditioning (3)**  
(Replaces ACT 200)  
Pre-requisites: AIRC 1090  
Co-requisites: None  
Continues in-depth instruction on components and functions of air conditioning systems with emphasis on design and application of light commercial air conditioning systems. Topics include: refrigeration piping, hydronic piping, pump sizing, commercial load design, air flow, codes, and safety.

**AIRC 2010 - Light Commercial Air Conditioning Control Systems (3)**  
(Replaces ACT 201)  
Pre-requisites: AIRC 1090  
Co-requisites: AIRC 1090  
Emphasizes the study of complex control systems on light commercial air conditioning systems. Topics include: pneumatic controls, electronic controls, electrical controls, mechanical controls, and safety.

**AIRC 2020 - Light Commercial Air Conditioning Systems Operation (5)**  
(Replaces ACT 202)  
Pre-requisites: AIRC 1090  
Co-requisites: AIRC 1090  
Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations, refrigeration components, energy management, codes, and safety.

**AIRC 2040 - Residential Systems Designs (5)**  
(Replaces ACT 204)  
Pre-requisites: AIRC 1090  
Co-requisites: AIRC 1090  
Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.
AIRC 2050 - Georgia State and Local Residential Air Conditioning Codes (3)
(Replaces ACT 205)
Pre-requisites: AIRC 1090
Co-requisites: AIRC 1090
Presents advanced level residential air conditioning code concepts and theories. Topics include: local residential air conditioning codes, state residential air conditioning codes, gas piping, refrigeration piping, and safety.

AIRC 2060 - Air Distribution Systems for Residential Air Conditioning (3)
(Replaces ACT 206)
Pre-requisites: AIRC 1090
Co-requisites: AIRC 1090
Continues development of air systems concepts, theories, and skills. Emphasis will be placed on test and balance techniques and fan laws. Topics include: test and balance techniques, fan laws, and safety.

AIRC 2070 - Commercial Refrigeration Design (3)
(Replaces ACT 208)
Pre-requisites: AIRC 1090
Co-requisites: AIRC 1090
Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

AIRC 2080 - Commercial Refrigeration Application (5)
(Replaces ACT 209)
Pre-requisites: AIRC 1090
Co-requisites: AIRC 1090
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 and Servicing Commercial Refrigeration (3)
(Replaces ACT 210)
Pre-requisites: AIRC 1090
Co-requisites: AIRC 1090
Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

ALHS 1011 - Structure and Function of the Human Body (5)
(Replaces AHS 1011 or AHS 101)
Pre-requisites: Program Admission
Co-requisites: 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)**
(Replaces AHS 104)
Pre-requisites: Provisional Admission
Co-requisites: 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)**
(Replaces AHS 106)
Pre-requisites: Program Admission
Co-requisites: 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)**
(Replaces AHS 109)
Pre-requisites: Provisional Admission
Co-requisites: 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.

**AMCA 2010 - Advanced Milling I (4)**
Pre-requisites: MCHT 1120, MCHT 1220
Co-requisites: None
Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: vertical milling, horizontal milling, compound angles, gear cutting, and safety.

**AMCA 2030 - Advanced Milling II (4)**
Pre-requisites: AMCA 2010
Co-requisites: None
Provides instruction in advanced techniques of milling machine operations and is a continuation of Advanced Milling I. Emphasis is placed on skill development through laboratory practice. Topics include: indexing; rotary table; boring, facing, and turning; straddle milling, and safety.
AMCA 2050 - Advanced Lathe Operations I (4)
Pre-requisites: MCHT 1119, MCHT 1219
Co-requisites: None
Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

AMCA 2070 - Advanced Lathe Operations II (4)
Pre-requisites: AMCA 2050
Co-requisites: None
Provides instruction in advanced lathe operations and procedures and is a continuation of Advanced Lathe Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

AMCA 2080 - Advanced Grinding I (2)
Pre-requisites: MCHT 1015
Co-requisites: None
Provides instruction in advanced grinding operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

AMCA 2090 - Advanced Grinding Operations II (2)
Pre-requisites: AMCA 2080
Co-requisites: None
Provides instruction in advanced grinding operations and procedures, and is a continuation of Advanced Grinding Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

AMCA 2110 - CNC Fundamentals (3)
(Replaces MCA 211)
Pre-requisites: Provisional Admission, MCHT 1011, MCHT 1012, MCHT 1013
Co-requisites: 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)
(Replaces MCA 213)
Pre-requisites: None
Co-requisites: 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)
(Replaces MCA 215)
Pre-requisites: None
Co-requisites: 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 (3)
(Replaces MCA 217)
Pre-requisites: AMCA 2110, AMCA 2130, AMCA 2150
Co-requisites: 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)
(Replaces MCA 219)
Pre-requisites: None
Co-requisites: 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.

ASTT 1010 - Basic Blueprint Reading (4)
(Replaces AST 101)
Pre-requisites: Provisional Admission
Co-requisites: None
This course introduces basic blueprint reading. Emphasis will be placed on reading and interpreting blueprints found in a manufacturing environment. Topics include: lines and symbols, orthographic drawings, views, material, form and position, title blocks, sketching, features, and sections.

ASTT 1020 - Aircraft Blueprint Reading (3)
(Replaces AST 102)
Pre-requisites: ASTT 1010
Co-requisites: None
This course introduces aerospace specific blueprint information which builds on a basic knowledge of blueprint terminology and symbols. Topics include: dimensioning standards and practices, blueprint components, interpretation of reference planes and coordinate systems, engineering numbering and revision system, body/field of the drawing, detail drawings, configured/method/undimensioned drawings.
ASTT 1030 - Structural Fundamentals (3)
(Replaces AST 103)
Pre-requisites: Provisional Admission
Co-requisites: ASTT 1010
Introduces the fundamental concepts required in aerospace structural manufacturing and repair. Emphasis is placed on safety, quality, and precision. Topics include: safety, flat pattern layout, quality standards, fasteners, hand tools, and precision measuring instruments.

ASTT 1040 - Structural Layout and Fabrication (5)
(Replaces AST 104)
Pre-requisites: ASTT 1010, ASTT 1030
Co-requisites: ASTT 1020, MATH 1012
Continues the development of knowledge and skills required to perform basic aerospace layout and fabrication. Emphasizes the safe use of stationary equipment. Topics include: machine safety, stationary equipment, bend allowance, fasteners layout, parts fabrication, special fasteners, and geometric functions.

ASTT 1050 - Aerospace Quality Management (3)
(Replaces AST 105)
Pre-requisites: Program Admission
Co-requisites: None
Introduces the student to the concept of Aerospace Quality Management Systems used in the American workplace. Topics include: History of quality management, principles of quality, tools used in quality systems, quality team building.

ASTT 1070 - Aerodynamics (2)
(Replaces AST 107)
Pre-requisites: Provisional Admission
Co-requisites: None
This course presents the theory of flight and aircraft design as it applies to the manufacturing and repair processes. Topics include: terminology, theory of flight, structural design, control surfaces, and stress and fatigue.

ASTT 1090 - Composites and Bonded Structures (4)
(Replaces AST 109)
Pre-requisites: ASTT 1040
Co-requisites: None
Emphasizes the development of knowledge and skills necessary to fabricate and repair bonded and composite aircraft parts. Topics include: safety, terms, classification and characteristics, inspection techniques, and application.

ASTT 1100 - Sealants (2)
(Replaces AST 110)
Pre-requisites: Provisional Admission
Co-requisites: ASTT 1030
Provides instruction in the surface preparation, application, and safe handling of sealants used in the aerospace structures repair and manufacturing industry. Topics
include: safety; surface preparation; sealants application; sealants shelf life; sealants cure times; and sealants removal.

**ASTT 1110 - Corrosion Control (5)**
(Replaces AST 110)
Pre-requisites: ASTT 1040
Co-requisites: None
Emphasizes the development of knowledge and skills necessary to assess damage due to corrosion and take corrective action. Topics include: safety; corrosion theory; corrosion types; corrosion removal, repair, and treatment; and corrosion prevention.

**ASTT 1120 - Aircraft Metallurgy (4)**
(Replaces AST 112)
Pre-requisites: ASTT 1040, MATH 1012
Co-requisites: None
Introduces the types of metals used in aircraft construction and provides a study of their properties and working characteristics. Topics include: safety, types of metals, properties of metals, methods of identification, heat treatment, temper designations, and working characteristics.

**ASTT 1180 - Aircraft Technical Publications (3)**
(Replaces AST 118)
Pre-requisites: ASTT 1020
Co-requisites: ENGL 1010
Continues the study of aircraft technical publications found in the manufacturing and repair process. Research skills necessary to locate information in technical publications will be emphasized. Topics include: document control numbers; technical publications; instructional repair manuals; aircraft transport association (ATA) codes; technical orders; tech order system, general; tech order, aircraft specific; and industry specific manuals.

**ASTT 2010 - Metal Working Tools (4)**
(Replaces ASM 301)
Pre-requisites: None
Co-requisites: None
This course continues the development of knowledge and skills required to use tools and equipment found in the Aircraft Maintenance and Repair Industry. Topics include: safety, measuring tools, cutting, tools and equipment, forming tool and equipment and tool and equipment maintenance.

**ASTT 2020 - Aircraft Hardware (4)**
(Replaces ASM 302)
Pre-requisites: None
Co-requisites: None
This course continues the development of knowledge and skills required to identify, install and replace fasteners used in the Aircraft Maintenance and Repair Industry. Topics include: safety, aircraft rivets, mechanical fasteners and aircraft hardware.
**ASTT 2030 - Fabrication and Repair of Structural Parts (4)**
(Replaces ASM 303)
Pre-requisites: None
Co-requisites: None
This course continues the development of knowledge and skills required in fabrication, assembly, and repair of the aircraft or aircraft parts. Topics include: safety, repair planning, parts duplication, removal and replacement.

**ASTT 2040 - Internship (8)**
(Replaces ASM 400)
Pre-requisites: None
Co-requisites: None
This course provides students with occupational-based instruction that applies learned skills to actual work experiences. Topics include: perform riveting repair on aircrafts, cutting, bending, shaping and forming sheet metal, identify, inspect, remove and treat corrosion of aircraft, use blueprints to find dimensions, parts, tolerances and fasteners, communicate effectively. The Aircraft Structural Maintenance Internship is implemented through student internship is an approved occupational setting or through student work in an occupational setting.

**AUTT 1010 - Automotive Technology Introduction (2)**
(Replaces AUT 120 or AUT 156)
Pre-requisites: Provisional Admission
Co-requisites: 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)**
(Replaces AUT 122 and AUT 124)
Pre-requisites: None
Co-requisites: AUTT 1010
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

**AUTT 1030 - Automotive Brake Systems (4)**
(Replaces AUT 130 and AUT 214)
Pre-requisites: None
Co-requisites: AUTT 1010
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.
AUTT 1040 - Automotive Engine Performance (7)
(Replaces AUT 128, AUT 140, and AUT 218)
Pre-requisites: AUTT 1020
Co-requisites: 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 1050 - Automotive Suspension and Steering Systems (4)
(Replaces AUT 132 and AUT 216)
Pre-requisites: None
Co-requisites: 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)
(Replaces AUT 142)
Pre-requisites: AUTT 1020
Co-requisites: None
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)
(Replaces AUT 220)
Pre-requisites: AUTT 1010, AUTT 1020, AUTT 1030
Co-requisites: 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)**

(Replaces AUT 126)

Pre-requisites: None

Co-requisites: 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 2020 - Automotive Manual Drive Train and Axles (4)**

(Replaces AUT 134 and AUT 138)

Pre-requisites: None

Co-requisites: AUTT 1010

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive.

Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

**AUTT 2030 - Automotive Automatic Transmissions and Transaxles (5)**

(Replaces AUT 144, AUT 210, and AUT 212)

Pre-requisites: AUTT 1020

Co-requisites: 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.

**AVIO 1010 - Basic Electronics (4)**

(Replaces AVT 101)

Pre-requisites: Program Admission

Co-requisites: None

Provides a review of the basic theory and application of electronics with a primary focus on use in avionic systems. Topics include: atomic theory, DC circuits, AC circuits, alternating current, inductance and transformers, capacitance, resonance and filters, vacuum tubes, and solid state devices.
AVIO 1020 - Avionics Maintenance Practices (3)
(Replaces AVT 102)
Pre-requisites: None
Co-requisites: AVIO 1010
Provides practical experience in maintaining avionics systems. Topics include: solder/solderless connecting, use of test instruments, component installation/removal techniques, repair procedures, and troubleshooting techniques.

AVIO 1030 - Advanced Electronics (4)
(Replaces AVT 103)
Pre-requisites: AVIO 1010
Co-requisites: None
Introduces the theory and application of radio frequency transmission and reception. Topics include: power supplies, oscillators, amplifiers, transmitters, amplitude modulation, AM receivers, frequency modulation, and antenna systems.

AVIO 1040 - Digital Electronics (4)
(Replaces AVT 104)
Pre-requisites: AVIO 1010
Co-requisites: None
Introduces the theory and application of digital electronics with a primary focus on their use in avionic systems. Topics include: numbering system, logic gates, Boolean algebra, flip-flops, and registers and counters.

AVIO 1060 - Aircraft Logic Systems (4)
(Replaces AVT 106)
Pre-requisites: None
Co-requisites: AVIO 1040
Focuses on microprocessor based computers used in avionics systems. Topics include: memory, mass storage, computer systems, data bases, and logic systems repair procedures.

AVIO 1070 - Aircraft Communication Systems (5)
(Replaces AVT 107)
Pre-requisites: None
Co-requisites: AVIO 1040
Continues the study of avionics maintenance practices with emphasis on aircraft communication systems. Topics include: component operation, component location, integration, analysis, maintenance, and ACARS.

AVIO 1080 - Navigation Systems (5)
(Replaces AVT 108)
Pre-requisites: AVIO 1040
Co-requisites: AVIO 1070
Continues the study of avionics maintenance practices with emphasis on aircraft navigational systems. Topics include: bridges and monitors, synchros, gyros, and navigation systems.
AVIO 1090 - Flight Director and Autopilot Systems (4)
(Replaces AVT 109)
Pre-requisites: None
Co-requisites: AVIO 1080
Continues the study of avionics maintenance practices with emphasis on flight director and autopilot systems. Topics include: flight director systems, autopilot systems, and avionics line maintenance test equipment.

AVMT 1000 - Aviation Mathematics (2)
(Replaces AMT 100)
Pre-requisites: Program Admission
Co-requisites: None
Aviation Mathematics provides students with the knowledge necessary to use and apply mathematical procedures and processes that are applicable to aviation maintenance functions. Topics include: perform algebraic operations; extract roots and raise numbers to a given power; determine area and volume of geometrical shapes; and solve ratio, proportion, and percentage problems.

AVMT 1010 - Aircraft Maintenance Regulations (2)
(Replaces AMT 101)
Pre-requisites: Program Admission
Co-requisites: None
This course provides students with the knowledge and skills necessary to select and use FAA and manufacturers’ specifications, data sheets, manuals, related regulations, and technical data; to write descriptions of aircraft conditions, record work performed, and complete maintenance forms and inspection reports; and to interpret federal regulations regarding mechanic privileges and limitations. Topics include: maintenance publications, maintenance forms and records, and mechanic privileges and limitations.

AVMT 1020 - Aircraft Applied Sciences I (5)
(Replaces a portion of AMT 102—see AVMT 1025)
Pre-requisites: Program Admission
Co-requisites: None
Provides students with the fundamentals of aircraft materials and processes, ground operations and servicing, and aircraft cleaning and corrosion control.

AVMT 1025 - Aircraft Applied Sciences II (4)
(Replaces a portion of AMT 203—see AVMT 1020)
Pre-requisites: Program Admission
Co-requisites: None
Provides students with the fundamentals of aircraft drawings, weight and balance, and fluid lines and fittings.
AVMT 1030 - Aircraft Electricity and Electronics (5)
(Replaces AMT 103)
Pre-requisites: None
Co-requisites: AVMT 1000
Basic Electricity and Electronics provides a study of the relationships of voltage, current, and resistance in aircraft electrical systems, and the use of meters. Alternators; generators; starters; motors; charging systems; basic AC and DC systems; and semiconductor, solid state, and integrated circuit fundamentals are introduced. Topics include: basic electricity; determine the relationship of voltage, current, and resistance in electrical circuits; read and interpret electrical circuit diagrams; measure voltage, current, resistance, and continuity; calculate and measure electrical power; calculate and measure capacitance and inductance; inspect and service batteries; and solid state devices applications.

AVMT 1210 - Aviation Physics (2)
(Replaces AMT 121)
Pre-requisites: None
Co-requisites: AVMT 1000
Provides students with an introduction to the theory and application of physics to aerospace vehicles and their subsystems. Topics include: temperature and heat; pressure, temperature, and volume of air mass; basic aerodynamics and theory of flight; physical factors affecting engine output; relationship of pressure, area, and force; origin of sound; principles of simple machines; and centrifugal and centripetal force.

AVMT 2010 - Aircraft Airframe Structures (2)
(Replaces AMT 201)
Pre-requisites: Program Admission
Co-requisites: None
This course presents a survey of aircraft airframe structures used in aircraft. Topics include: wood structures, aircraft covering, and aircraft finishes.

AVMT 2020 - Airframe Sheet Metal and Non-Metallic Structures (5)
(Replaces AMT 202)
Pre-requisites: Program Admission
Co-requisites: None
Provides a study of metal and non-metallic tube and riveted sheet monocoque or semi-monoque. Topics include: sheet metal structures introduction; install conventional rivets; install special rivets and fasteners; sheet metal form, lay out, and bend; inspect and repair sheet metal structures; identify non-metallic structures; inspect bonded structures; fiberglass structures; plastic structures; composite and honeycomb structures; inspect, check, service, and repair windows, doors, and interior furnishings; and laminated structures.
AVMT 2030 - Airframe Welding (1)
(Replaces AMT 203)
Pre-requisites: Program Admission
Co-requisites: None
Provides a study of airframe non-metallic structures and allied maintenance procedures. Topics include: welding principles; soldering, brazing, gas-welding, and arc-welding steel; welding aluminum and stainless steel; fabricating tubular structures; soldering stainless steel; and welding titanium and magnesium.

AVMT 2040 - Airframe Assembly and Rigging (2)
(Replaces AMT 204)
Pre-requisites: Program Admission
Co-requisites: None
This course provides a study of aircraft assembly and rigging configurations. Topics include: use assembly and rigging hand tools and equipment; rig fixed wing aircraft; rig rotary wing aircraft; check alignment of structures; assemble aircraft components, including flight control surfaces; balance, rig, and inspect movable primary and secondary control surfaces; and jack aircraft.

AVMT 2050 - Airframe Inspection (4)
(Replaces AMT 205)
Pre-requisites: None
Co-requisites: AVMT 1010, AVMT 1025, AVMT 2010
This course provides instruction for performing airframe inspections with emphasis on developing the skills related to conformity and air worthiness evaluations. Topics include: perform airframe conformity inspection, and perform airframe air worthiness inspection.

AVMT 2060 - Aircraft Hydraulic and Pneumatic Systems (2)
(Replaces AMT 206)
Pre-requisites: Program Admission
Co-requisites: None
This course provides a study of the principles of generation, distribution, and management of hydraulic and pneumatic power throughout the aircraft. Topics include: identify hydraulic fluids; repair hydraulic and pneumatic power system components; inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems; hydraulic and pneumatic position and warning systems; and inspect, check, troubleshoot, service, and repair aircraft position and warning systems.

AVMT 2070 - Aircraft Landing Gear Systems (3)
(Replaces AMT 207)
Pre-requisites: Program Admission
Co-requisites: None
This course provides a study of aircraft landing gear systems with emphasis on inspection and maintenance procedures of hydraulic and pneumatic power throughout the aircraft structure. Topics include: inspect, check, service, and repair landing gear retraction systems and shock struts; inspect, check, service, and repair brakes, wheels, and tires; and inspect, check, service, and repair steering systems.
AVMT 2080 - Aircraft Environmental Control Systems (3)
(Replaces a portion of AMT 208—see AVMT 2085)
Pre-requisites: Program Admission
Co-requisites: None
This course provides a study of aircraft environmental control systems. Topics include: inspect, check, troubleshoot, service, and repair cabin atmosphere control systems; inspect, check, troubleshoot, service, and repair ice and rain control systems; and inspect, check, troubleshoot, service, and repair fire protection systems.

AVMT 2085 - Aircraft Fuel and Instrument Systems (3)
(Replaces a portion of AMT 208—see AVMT 2080)
Pre-requisites: Program Admission
Co-requisites: None
This course provides a study of airframe fuel and instrument systems. Topics include: inspect, check, troubleshoot, service and repair aircraft fuel systems; and inspect, check, troubleshoot, service and repair aircraft instrument systems.

AVMT 2090 - Aircraft Electrical Systems (4)
(Replaces a portion of AMT 209—see AVMT 2095)
Pre-requisites: None
Co-requisites: AVMT 1030
This course provides a study of aircraft electrical systems. Topics include: install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices; inspect, check, troubleshoot, service, and repair alternating and direct current electrical systems; repair and inspect aircraft electrical system components, crimp and splice wiring to manufacturer’s specifications, and repair pins and sockets of aircraft connectors; and inspect, check, and troubleshoot constant speed and integrated speed drive generators.

AVMT 2095 - Aircraft Communication and Navigation Systems (2)
(Replaces a portion of AMT 209—see AVMT 2090)
Pre-requisites: None
Co-requisites: AVMT 1030
This course provides a study of aircraft communication and navigation systems. Topics include: inspect, check, and troubleshoot autopilot servos and approach coupling systems; inspect, check, and service aircraft electronic communication and navigation systems including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS LORAN, radar beacon transponders, flight management computers, and GPWS; and inspect and repair antenna and electronic equipment installations.

AVMT 2210 - Reciprocating Engine Powerplants I (3)
(Replaces AMT 221)
Pre-requisites: Program Admission
Co-requisites: None
This course provides a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: aircraft reciprocating engine theory, and inspect and repair radial engines.
AVMT 2220 - Reciprocating Engine Powerplants II (5)
(Replaces AMT 222)
Pre-requisites: None
Co-requisites: AVMT 2210
This course continues a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: overhaul a reciprocating engine; inspect, check, service, and repair reciprocating engines and engine installations; and install, troubleshoot, and remove reciprocating engines.

AVMT 2230 - Gas Turbine Powerplants I (3)
(Replaces AMT 223)
Pre-requisites: Program Admission
Co-requisites: None
This course provides a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: aircraft gas turbine engine theory, and inspect and troubleshoot unducted fan systems and components.

AVMT 2240 - Gas Turbine Powerplants II (3)
(Replaces AMT 224)
Pre-requisites: None
Co-requisites: AVMT 2230
This course continues a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: overhaul a turbine engine; install, troubleshoot, and remove turbine engines; and inspect, check, service, and repair turbine engines and turbine engine installations.

AVMT 2250 - Aircraft Engine Inspection (1)
(Replaces AMT 225)
Pre-requisites: None
Co-requisites: AVMT 1010
This course provides students with the knowledge and skills to perform aircraft engine inspections. Topics include: perform an aircraft power plant conformity and air worthiness inspection.

AVMT 2260 - Aircraft Engine Fuel and Fuel Metering Systems (5)
(Replaces AMT 226)
Pre-requisites: Program Admission
Co-requisites: None
This course provides a study of aircraft engine fuel and fuel metering systems. Topics include: repair engine fuel system components; inspect, check, service, troubleshoot, and repair engine fuel systems; troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls; inspect check, service, troubleshoot, and repair reciprocating and turbine engine fuel metering systems; overhaul carburetors; repair engine fuel metering system components; and inspect, check, and service water injection systems.

AVMT 2270 - Powerplant Instruments, Fire Protection and Electrical Systems
(3)  
(Replaces a portion of AMT 227—see AVMT 2275)  
Pre-requisites: AVMT 1030  
Co-requisites: None  
This course provides a study of powerplant instruments, fire protection and electrical systems. Topics include: troubleshoot, service, and repair electrical and mechanical fluid rate-of-flow indicating systems; inspect, check, service, troubleshoot, and repair electrical and mechanical engine temperature, pressure, and r.p.m. indicating systems; inspect, check, service, troubleshoot, and repair engine fire detection and extinguishing systems; install, check, and service engine electrical wiring, controls, switches, indicators, and protective devices; and repair engine electrical system components.

**AVMT 2275 - Powerplant Ignition and Starting Systems (4)**  
(Replaces a portion of AMT 227—see AVMT 2270)  
Pre-requisites: AVMT 1030  
Co-requisites: None  
This course provides a study of powerplant ignition and starting systems. Topics include: overhaul magneto and ignition harness; inspect, service, troubleshoot, and repair reciprocating and turbine engine ignition systems and components; inspect, service, troubleshoot, and repair turbine electrical starting systems; and inspect, service, and troubleshoot turbine engine pneumatic starting systems.

**AVMT 2280 - Aircraft Powerplant Accessory Systems (3)**  
(Replaces a portion of AMT 228—see AVMT 2285)  
Pre-requisites: AVMT 2210, AVMT 2230  
Co-requisites: None  
This course provides a study of aircraft powerplant accessory systems. Topics include: inspect and maintain aircraft engine lubrication systems; inspect and maintain aircraft engine induction systems; inspect and maintain aircraft engine cooling systems; and inspect and maintain aircraft engine exhaust systems.

**AVMT 2285 - Aircraft Propeller Systems (3)**  
(Replaces a portion of AMT 228—see AVMT 2280)  
Pre-requisites: AVMT 2210  
Co-requisites: None  
This course provides a study of aircraft propeller systems. Topics include: propeller theory and fundamentals; inspect and maintain propellers; and install, troubleshoot, and remove propellers.

**BARB 1000 - Introduction to Barber/Styling Implements (3)**  
(Replaces BAR 100 and BAR 101)  
Pre-requisites: Provisional Admission  
Co-requisites: 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 - Science: Sterilization, Sanitation, and Bacteriology (3)**
(Replaces BAR 102)
Pre-requisites: BARB 1000, ENGL 1010
Co-requisites: BARB 1000, ENGL 1010
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)**
(Replaces BAR 103 and BAR 104)
Pre-requisites: BARB 1000, BARB 1010, PSYC 1010
Co-requisites: BARB 1000, BARB 1010, PSYC 1010
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 1030 - Haircutting/Basic Styling (3)**
(Replaces BAR 105)
Pre-requisites: BARB 1020
Co-requisites: BARB 1020
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 (2)**
(Replaces BAR 106)
Pre-requisites: BARB 1020
Co-requisites: BARB 1020
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)**
(Replaces BAR 107)
Pre-requisites: BARB 1010
Co-requisites: 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)
(Replaces BAR 108 and BAR 118)
Pre-requisites: MATH 1012
Co-requisites: BARB 1050
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)
(Replaces BAR 109 and BAR 112)
Pre-requisites: BARB 1050, MATH 1012
Co-requisites: 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 1080 - Advanced Haircutting/Styling (5)
(Replaces BAR 110 and BAR 116)
Pre-requisites: BARB 1030, BARB 1040, BARB 1070
Co-requisites: 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 1090 - Structures of Skin, Scalp, Hair and Facial Treatments (3)
(Replaces BAR 113 and BAR 114)
Pre-requisites: BARB 1050
Co-requisites: 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)
(Replaces BAR 120)
Pre-requisites: None
Co-requisites: 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)
(Replaces BAR 121)
Pre-requisites: BARB 1080
Co-requisites: BARB 1080
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.

BUSN 1100 - Introduction to Keyboarding (3)
(Replaces BUS 1100)
Pre-requisites: None
Co-requisites: 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)
(Replaces a portion of BUS 1170—see BUSW 2160)
Pre-requisites: COMP 1000
Co-requisites: 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)
(Replaces BUS 1200)
Pre-requisites: BUSN 1440, COMP 1000, ENGL 1010
Co-requisites: 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 1210 - Electronic Calculators (2)
(Replaces BUS 1210)
Pre-requisites: None
Co-requisites: None
Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques, and arithmetic applications.

BUSN 1240 - Office Procedures (3)
(Replaces BUS 1240)
Pre-requisites: COMP 1000
Co-requisites: None
Emphasizes essential skills required for the business office.

BUSN 1300 - Introduction to Business (3)
(Replaces BUS 1300)
Pre-requisites: Program Admission
Co-requisites: 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 1400 - Word Processing Applications (4)
(Replaces BUS 1140 and BUS 2110)
Pre-requisites: COMP 1000
Co-requisites: 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)
(Replaces BUS 2120 and BUS 2130)
Pre-requisites: COMP 1000
Co-requisites: 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.
BUSB 1420 - Database Applications (4)
(Replaces BUS 1150 and BUS 2140)
Pre-requisites: COMP 1000
Co-requisites: 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.

BUSB 1430 - Desktop Publishing and Presentation Applications (4)
(Replaces BUS 1160 and BUS 2150)
Pre-requisites: COMP 1000
Co-requisites: 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.

BUSB 1440 - Document Production (4)
(Replaces BUS 1130)
Pre-requisites: BUSN 1100 or the ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors.
Co-requisites: COMP 1000
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.

BUSB 2160 - Electronic Mail Applications (2)
(Replaces a portion of BUS 1170—see BUSN 1190)
Pre-requisites: Program Admission, COMP 1000
Co-requisites: 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.

BUSB 2190 - Business Document Proofreading and Editing (3)
(Replaces BUS 112)
Pre-requisites: ENGL 1010 OR ENGL 1101, BUSN 1440
Co-requisites: None
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)**
(Replaces BUS 2210)
Pre-requisites: BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440
Co-requisites: BUSN 2200 or ACCT 1101, ACCT 1100
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 Administrative Assistant Internship I (4)**
(Replaces BUS 2240)
Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.
Co-requisites: 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 Administrative Assistant Internship II (6)**
(Replaces BUS 2250)
Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.
Co-requisites: 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/Transcription (4)**
(Replaces BUS 2320)
Pre-requisites: BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310, BUSN 1440, ENGL 1010
Co-requisites: 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 2340 - Medical Administrative Procedures (4)**
(Replaces BUS 2340)
Pre-requisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS
1011, BUSN 1440, COMP 1000
Co-requisites: 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)
(Replaces BUS 2370)
Pre-requisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011
Co-requisites: None
Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

CARP 1070 - Site Layout, Footings and Foundations (3)
(Replaces CAR 107)
Pre-requisites: None
Co-requisites: None
Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for onsite laboratory practice. Topics include: zoning restrictions and codes, batter board installation, builder’s level, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, soil testing and excavation.

CARP 1105 - Floor and Wall Framing (4)
(Replaces CAR 110 and CAR 111)
Pre-requisites: None
Co-requisites: None
This course provides instruction in floor and wall materials and materials estimation, framing production of walls and partitions, and framing production of flooring. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.
CARP 1110 - Ceiling and Roof Framing Covering (6)
(Replaces CAR 112 and CAR 114)
Pre-requisites: None
Co-requisites: None
This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framings and coverings. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

CATT 1100 - Caterpillar Engine Fundamentals (4)
(Replaces CAT 110)
Pre-requisites: None
Co-requisites: None
This course introduces the students to basic diesel engine theory and service procedures. The principles of compression ignited internal combustion engines are taught and variations in design are discussed. Caterpillar engines are used for lab disassembly and assembly.

CATT 1110 - Caterpillar Service Industry (3)
(Replaces CAT 111)
Pre-requisites: None
Co-requisites: None
This course introduces the student to the Caterpillar Organization and provides instruction and lab experience in shop safety, shop operation, service tools, and how to obtain Caterpillar service information.

CATT 1120 - Hydraulic Fundamentals (3)
(Replaces CAT 112)
Pre-requisites: None
Co-requisites: None
This module is designed to teach the basic hydraulic fundamentals, to identify and state the function of the various valves used in Caterpillar hydraulic systems, to identify and state the function of vane pumps, gear pumps, and piston pumps, to disassemble and assemble hydraulic components, to identify and state the function of ISO hydraulic symbols, and to trace the oil flow and state the operation of various hydraulic systems.

CATT 1130 - Fuel Systems (3)
(Replaces CAT 113)
Pre-requisites: None
Co-requisites: None
The course introduces the student to the various fuel systems used on Caterpillar Engines. The student will become familiar with fuel selection, calibrations, nozzle testing procedures, governor operation, and hydraulic fuel ratio controls. The student will also become familiar with the 1.1 and 1.2 Mechanical Unit Injection (MUI) and Hydraulic Electronic Unit Injection (HEUI) fuel systems, the Electronic Unit Injection (EUI) and Nippondenso, and Zexel fuel systems.
CATT 1140 - Electrical Fundamentals (3)  
(Replaces CAT 114)  
Pre-requisites: None  
Co-requisites: None  
The course introduces the student to basic electrical and electronic fundamentals needed by a technician to properly diagnose and repair the complex electrical systems installed in Caterpillar machines. The course does not teach specific machine systems unless otherwise stated in the lesson description.

CATT 1150 - Air Conditioning Fundamentals (3)  
(Replaces CAT 115)  
Pre-requisites: None  
Co-requisites: None  
This course is designed to prepare the serviceman to state the principles of air conditioning, to identify air conditioning components, to state the component functions, and to service the air conditioning system.

CATT 1160 - Power Train I (3)  
(Replaces CAT 116)  
Pre-requisites: None  
Co-requisites: None  
The course will discuss the basic components and operation of power train systems used in Caterpillar machines. Included will be basic components, clutches, torque converters, manual shift transmissions, and power shift transmissions. Basic components and component functions are explained as they relate to the operation of various power train systems.

CATT 1170 - Machine Hydraulic Systems (3)  
(Replaces CAT 117)  
Pre-requisites: None  
Co-requisites: None  
This course is designed to teach the system operations and the testing and adjusting procedures for the pilot operated hydraulic system, the load sensing pressure compensated (LSPC) hydraulic system, the proportional priority, pressure compensated (PPPC) system, the electro-hydraulic system, and the hydrostatic system.

CATT 1500 - CAT Internship I (4)  
(Replaces CAT 150)  
Pre-requisites: None  
Co-requisites: None  
This supervised experience is required of students enrolled in the Heavy Equipment Dealers Service Technician curriculum. Placement is obtained through the cooperation of the sponsoring Caterpillar dealer. Major emphasis is placed on the specific internship objectives that are contained in the “Internship Logbook”.
CATT 1510 - CAT Internship II (4)
(Replaces CAT 151)
Pre-requisites: None
Co-requisites: None
This supervised experience is required of students enrolled in the Heavy Equipment Dealers Service Technician curriculum. Placement is obtained through the cooperation of the sponsoring Caterpillar dealer. Major emphasis is placed on the specific internship objectives that are contained in the “Internship Logbook”.

CATT 2000 - Power Train II (3)
(Replaces CAT 200)
Pre-requisites: None
Co-requisites: None
This course will discuss methods for transferring power through the mechanical power train and cover differentials, brakes, final drives, and undercarriage.

CATT 2010 - Machine Electronics (3)
(Replaces CAT 201)
Pre-requisites: None
Co-requisites: None
This course introduces the student to machine electronic systems and diagnostic tooling needed by a technician to properly diagnose and repair the complex electrical/electronic systems installed in Caterpillar machines.

CATT 2020 - Engine Diagnostics and Repair (3)
(Replaces CAT 202)
Pre-requisites: None
Co-requisites: None
This course is an in-depth study of engine diagnostics and repair techniques. Much of the class time is spent with on-iron activities--diagnosing and correcting engine problems. Participants learn basic diagnosis and troubleshooting procedures, use of Caterpillar diagnostic tools, and use of Caterpillar reference material. The four major engine system studied are oil, air, cooling, and fuel.

CATT 2030 - Machine Diagnostics (3)
(Replaces CAT 203)
Pre-requisites: None
Co-requisites: None
This course introduces the student to machine problem identification using diagnostic tooling and reference material to properly diagnose and repair the complex systems installed on Caterpillar machines.

CATT 2040 - Machine Specific (3)
(Replaces CAT 204)
Pre-requisites: None
Co-requisites: None
This course introduces the student to machine specific systems. The machines and engines covered in this course include: 950G II Electro-Hydraulic Control Systems, Compact Construction Equipment (CCE), 325C Excavator, 312/315C Hydraulic

**CATT 2500 - CAT Internship III (4)**
(Replaces CAT 250)
Pre-requisites: None
Co-requisites: None
This supervised experience is required of students enrolled in the Heavy Equipment Dealers Service Technician curriculum. Placement is obtained through the cooperation of the sponsoring Caterpillar dealer. Major emphasis is placed on the specific internship objectives that are contained in the “Internship Logbook”.

**CATT 2510 - CAT Internship IV (4)**
(Replaces CAT 251)
Pre-requisites: None
Co-requisites: None
This supervised experience is required of students enrolled in the Heavy Equipment Dealers Service Technician curriculum. Placement is obtained through the cooperation of the sponsoring Caterpillar dealer. Major emphasis is placed on the specific internship objectives that are contained in the “Internship Logbook”.

**CIST 1001 - Computer Concepts (4)**
(Replaces CIS 155)
Pre-requisites: None
Co-requisites: None

**CIST 1101 - Working with Microsoft Windows (3)**
(Replaces CIS 155)
Pre-requisites: None
Co-requisites: 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 1102 – Keyboarding (3)
(Replaces CIS 101)
Pre-requisites: Provisional Admission
Co-requisites: None
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 20 GWAM (gross words a minute).

CIST 1122 - Hardware Installation and Maintenance (4)
(Replaces CIS 122)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CIS 103 or CIS 173)
Pre-requisites: None
Co-requisites: 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 1305 - Program Design and Development (3)
(Replaces CIS 105)
Pre-requisites: None
Co-requisites: 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)
(Replaces CIS 1140)
Pre-requisites: Program Admission
Co-requisites: 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 1601 - Information Security Fundamentals (3)
(Replaces CIS 1115)
Pre-requisites: None
Co-requisites: 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 2120 - Supporting Application Software (4)
(Replaces a portion of CIS 127 and a portion of CIS 2228—see CIST 2128)
Pre-requisites: COMP 1000
Co-requisites: 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)
(Replaces CIS 286)
Pre-requisites: CIST 1122
Co-requisites: 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 2126 - Comprehensive Presentations and Email Techniques (3)
Pre-requisites: Program Admission
Co-requisites: None
This course provides students with knowledge in PIM (Personal Information Management) and presentation software. 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. Personal information manager topics include e-mail, calendar, task manager, contact manager, note taking, a journal and web browsing.

CIST 2127 - Comprehensive Word Processing Techniques (3)
Pre-requisites: None
Co-requisites: None
This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

CIST 2128 - Comprehensive Spreadsheet Techniques (3)
(Replaces a portion of CIS 127 and a portion of CIS 2228—see CIST 2120)
Pre-requisites: None
Co-requisites: None
This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

CIST 2129 - Comprehensive Database Techniques (4)
(Replaces CIS 2229)
Pre-requisites: None
Co-requisites: 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 2311 - Visual Basic I (4)
(Replaces CIS 1121 or CIS 157)
Pre-requisites: CIST 1305
Co-requisites: None
Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsofts Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

CIST 2361 - C++ Programming I (4)
(Replaces CIS 282)
Pre-requisites: CIST 1305
Co-requisites: 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 2371 - Java Programming I (4)
(Replaces CIS 252)
Pre-requisites: CIST 1305
Co-requisites: None
This course is designed to teach the basic concepts and methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student’s programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2411 - Microsoft Client (4)
(Replaces CIS 2149)
Pre-requisites: Program Instructor Approval
Co-requisites: 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)
(Replaces CIS 2154)
Pre-requisites: None
Co-requisites: 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 2413 - Microsoft Server Infrastructure (4)
(Replaces CIS 2153)
Pre-requisites: None
Co-requisites: None
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

CIST 2414 - Microsoft Server Administrator (4)
(Replaces CIS 2150)
Pre-requisites: None
Co-requisites: None
Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.
CIST 2441 – Cisco Networking for Home and Small Businesses (4)
(Replaces CIS 2321)
Pre-requisites: None
Co-requisites: 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)
(Replaces CIS 2322)
Pre-requisites: None
Co-requisites: 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)
(Replaces CIS 276)
Pre-requisites: None
Co-requisites: 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)
(Replaces CIS 277)
Pre-requisites: CIST 2442, CIST 2443
Co-requisites: 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 laying exercises that students complete while developing their network upgrade proposals.
CIST 2451 - Cisco Network Fundamentals (4)
(Replaces CIS 2321)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CIS 2322)
Pre-requisites: CIST 2451
Co-requisites: 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)
(Replaces CIS 276)
Pre-requisites: CIST 2451
Co-requisites: 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)
(Replaces CIS 277)
Pre-requisites: CIST 2452, CIST 2453
Co-requisites: 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 2455 - Cisco CCNA Security (4)
Pre-requisites: CIST 2444, CIST 2454
Co-requisites: None
Cisco Networking Academy CCNA Security course provides a next step to build upon the concepts and skills acquired in the four Cisco Networking Academy CCNA courses. It is for individuals who want to enhance their CCNA-level skill set and help
meet the growing demand for network security professionals. It covers network security principles, tools, and configuration practices to enhance network security. Students will acquire the skills needed to design, implement, and support network security.

**CIST 2510 - Web Technologies (3)**
(Replaces CIS 2211)
Pre-requisites: Program Admission
Co-requisites: 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 2921 - IT Analysis, Design, and Project Management (4)**
Pre-requisites: CIST 1305
Co-requisites: None
IT Analysis, Design, and Project Management will provide 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 2991 - CIST Internship I (3)**
Pre-requisites: None
Co-requisites: 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 CIST 2992 (4 credit hours) and/or CIST 2993 (5 credit hours).

**CIST 2992 - CIST Internship II (4)**
Pre-requisites: None
Co-requisites: 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 CIST 2991 (3 credit hours) and/or CIST 2993 (5 credit hours).

**COFC 1000 - Safety (2)**
(Replaces CFC 100)
Pre-requisites: None
Co-requisites: None
This course provides a review of general safety rules and practices giving students information about state and federal regulations including OSHA Hazard
Communication Standards and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding practices.

**COFC 1010 - Introduction to Construction (2)**
(Replaces CFC 101)
Pre-requisites: None
Co-requisites: None
This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include an introduction to the construction trades, workplace expectations, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success, and life skills.

**COFC 1020 - Professional Tool Use and Safety (3)**
(Replaces CFC 102)
Pre-requisites: None
Co-requisites: 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 1030 - Materials and Fasteners (2)**
(Replaces CFC 103)
Pre-requisites: None
Co-requisites: None
This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

**COFC 1050 - Construction Print Reading Fundamentals (3)**
(Replaces CFC 105)
Pre-requisites: None
Co-requisites: None
This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

**COMP 1000 - Introduction to Computers (3)**
(Replaces SCT 100)
Pre-requisites: Provisional Admission
Co-requisites: None
Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.
**COSM 1000 - Introduction to Cosmetology Theory (4)**
(Replaces COS 100)
Pre-requisites: Program Admission
Co-requisites: 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)**
(Replaces COS 101 and COS 108)
Pre-requisites: None
Co-requisites: 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 (2)**
(Replaces a portion of COS 105—see COSM 1040; and a portion of COS 103—see COSM 1060)
Pre-requisites: None
Co-requisites: 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)**
(Replaces COS 106 and COS 107)
Pre-requisites: None
Co-requisites: 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)**
(Replaces a portion of COS 105—see COSM 2010 and COS 111)
Pre-requisites: None
Co-requisites: 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,
Course Descriptions

2014-2015

blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

**COSM 1050 - Hair Color (3)**
(Replaces COS 109)
Pre-requisites: None
Co-requisites: 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, hair color challenges, corrective solutions, and special effects.

**COSM 1060 - Fundamentals of Skin Care (3)**
(Replaces a portion of COS 103—see COSM 1020; and COS 110)
Pre-requisites: None
Co-requisites: 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)**
(Replaces COS 112)
Pre-requisites: None
Co-requisites: COSM 1000 - Introduction to Cosmetology Theory
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 - Cosmetology Practicum I (4)**
(Replaces COS 113)
Pre-requisites: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070
Co-requisites: 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 - Cosmetology Practicum II (4)**
(Replaces COS 114)
Pre-requisites: None
Co-requisites: COSM 1080
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 - Cosmetology Practicum III (4)**
(Replaces COS 115)
Pre-requisites: None
Co-requisites: 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; hairstyling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

**COSM 1110 - Cosmetology Practicum IV (4)**
(Replaces COS 116)
Pre-requisites: None
Co-requisites: COSM 1100
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; hairstyling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

**COSM 1120 - Salon Management (3)**
(Replaces COS 117)
Pre-requisites: None
Co-requisites: 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 1180 - Nail Care I (5)**
(Replaces COS 118)
Pre-requisites: COSM 1000, COSM 1070
Co-requisites: None
Provides additional experience in Manicuring and Pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board foundation prep.

**COSM 1190 - Nail Care II (5)**
(Replaces COS 119)
Pre-requisites: None
Co-requisites: COSM 1180
Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, electric drill, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board comprehension.

**COSM 2000 - Instructional Theory and Documentation (4)**
(Replaces COS 201 and COS 202)
Pre-requisites: Program Admission
Co-requisites: None
Introduces the fundamental theory and practices of the cosmetology instructor profession. Emphasis will be placed on fostering and providing educational training in the field of Cosmetology. Topics include: state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, career opportunities, documentation for attendance, grades, student service and theory hours, basic record keeping, and effective use of an advisory committee.

**COSM 2010 - Salon Management (3)**
(Replaces COS 203)
Pre-requisites: None
Co-requisites: COSM 2000
Emphasizes the steps involved in the operation of a cosmetology program. Topics include: entry-level skills, communication skills, inventory, networking, and portfolio design.
COSM 2020 - Principles of Teaching (3)
(Replaces COS 204)
Pre-requisites: None
Co-requisites: COSM 2000
Provides knowledge and application on the principles of teaching. Topics include: educator to learner relationships, communication skills, emotional influences, needs of today’s learner, destructive verses constructive tactics, learner motivation, and cultivating positive relationships.

COSM 2030 - Lesson Plans (3)
(Replaces COS 205)
Pre-requisites: None
Co-requisites: COSM 2000
Emphasizes the steps in involved in the development of a lesson plan. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using visual aids, print materials and audio visuals in a lesson plan.

COSM 2040 - Classroom Management (3)
(Replaces COS 206)
Pre-requisites: None
Co-requisites: COSM 2000
Emphasis will be placed on classroom management, professionalism in the classroom and dynamic clinic teaching. Topics include: classroom management, managing learner behavior, managing difficult learners, classroom arrangements, clinic environment, and academic advising and counseling.

COSM 2050 - Instruction and Evaluation (2)
(Replaces COS 207 and COS 208)
Pre-requisites: None
Co-requisites: COSM 2000
Identify the characteristics of the different learner types, teaching methods, and measuring student learning outcomes. Topics include: challenges for all learner styles, lecturing, preparing for a lecture method of teaching, testing, academic policy, rubrics, special learner needs, multiple-category grading system.

COSM 2060 - Practicum I (3)
(Replaces COS 209 and a portion of COS 210—see COSM 2070)
Pre-requisites: COSM 2000, COSM 2010, COSM 2020, COSM 2030, COSM 2040, COSM 2050
Co-requisites: None
Provides experience necessary for professional development and completion of requirements for Instructor training state licensure. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a classroom/lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: theory/online testing; permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/ pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.
COSM 2070 - Practicum II (3)  
(Replaces a portion of COS 210—see COSM 2060)  
Pre-requisites: None  
Co-requisites: COSM 2060  
Provides experience necessary for professional development and completion of requirements for instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/ pedicure/ advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

CRJU 1010 - Introduction to Criminal Justice (3)  
(Replaces CRJ 101)  
Pre-requisites: Provisional Admission  
Co-requisites: 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 1021 - Private Security (3)  
(Replaces CRJ 121)  
Pre-requisites: Program Admission  
Co-requisites: None  
Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

CRJU 1030 - Corrections (3)  
(Replaces CRJ 103)  
Pre-requisites: Program Admission  
Co-requisites: 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)
(Replaces CRJ 104)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CRJ 143)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CRJ 150)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CRJ 152)
Pre-requisites: Program Admission
Co-requisites: None
This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJU 1062 - Methods of Criminal Investigation (3)
(Replaces CRJ 162)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CRJ 163)
Pre-requisites: Program Admission
Co-requisites: 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 fingerprints.

CRJU 1065 - Community-Oriented Policing (3)
(Replaces CRJ 165)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CRJ 168)
Pre-requisites: Program Admission
Co-requisites: 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 1075 - Report Writing (3)
(Replaces CRJ 175)
Pre-requisites: Program Admission
Co-requisites: 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 and Cultural Perspectives for Criminal Justice (3)
(Replaces CRJ 140 and CRJ 212)
Pre-requisites: Program Admission
Co-requisites: None
This course provides an exploration of 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)
(Replaces CRJ 202)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CRJ 105)
Pre-requisites: Program Admission
Co-requisites: None
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

CRJU 2060 - Criminology (3)
(Replaces CRJ 206)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CRJ 207)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces CRJ 209)
Pre-requisites: Program Admission
Co-requisites: 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 Externship (3)
Pre-requisites: None
Co-requisites: 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 2201 - Criminal Courts (3)
(Replaces CRJ 2201)
Pre-requisites: Program Admission
Co-requisites: 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.

CTDL 1010 - Fundamentals of Commercial Driving (3)
(Replaces CTD 101)
Pre-requisites: None
Co-requisites: 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)
(Replaces CTD 102)
Pre-requisites: None
Co-requisites: 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 receive 12 hours behind the wheel (BTW) instructional time in 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)**
(Replaces CTD 103)
Pre-requisites: None
Co-requisites: 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 receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

**CTDL 1040 - Commercial Driving Internship (4)**
(Replaces CTD 104)
Pre-requisites: None
Co-requisites: CTDL 1020
Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL-1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students’ driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.

**CUUL 1000 - Fundamentals of Culinary Arts (4)**
(Replaces CUL 100 and CUL 116)
Pre-requisites: None
Co-requisites: MATH 1012
Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and espirit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.
CUUL 1110 - Culinary Safety and Sanitation (4)
(Replaces CUL 110)
Pre-requisites: Provisional Admission
Co-requisites: 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, HACCP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUUL 1120 - Principles of Cooking (4)
(Replaces CUL 112 and CUL 114)
Pre-requisites: CUUL 1110
Co-requisites: 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)
(Replaces CUL 127 and CUL 129)
Pre-requisites: CUUL 1120
Co-requisites: 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 (4)
(Replaces CUL 121 and CUL 122)
Pre-requisites: CUUL 1120
Co-requisites: 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)
(Replaces CUL 130 and CUL 132)
Pre-requisites: CUUL 1120
Co-requisites: None
Introduces basic pantry manager principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; 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 (4)
(Replaces CUL 137)
Pre-requisites: CUUL 1120
Co-requisites: 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 2130 - Culinary Practicum and Leadership (6)
(Replaces CUL 133 and CUL 216)
Pre-requisites: CUUL 1220, CUUL 1320
Co-requisites: None
This course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the quarter. On-the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

CUUL 2140 - Advanced Baking and International Cuisine (6)
(Replaces CUL 124 and CUL 224)
Pre-requisites: CUUL 1220, CUUL 1320
Co-requisites: 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)**
(Replaces CUL 215 and CUL 220)
Pre-requisites: CUUL 1220, CUUL 1320
Co-requisites: 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 (4)**
(Replaces CUL 133)
Pre-requisites: Provisional Admission
Co-requisites: 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.

**DFTG 1101 - CAD Fundamentals (4)**
(Replaces DDF 107 and DDF 100 or DDF 101)
Pre-requisites: Provisional Admission
Co-requisites: COMP 1000
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 - Technical Drawing I (4)**
(Replaces DDF 102 and DDF 111)
Pre-requisites: DFTG 1101
Co-requisites: 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)**  
(Replaces DDF 112)  
Pre-requisites: DFTG 1103  
Co-requisites: 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 1107 - Technical Drawing II (3)**  
(Replaces DDF 103)  
Pre-requisites: DFTG 1103  
Co-requisites: DFTG 1105  
Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

**DFTG 1109 - Technical Drawing III (4)**  
(Replaces DDF 105 and DDF 108)  
Pre-requisites: DFTG 1105  
Co-requisites: None  
Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

**DFTG 1111 - Technical Drawing IV (4)**  
(Replaces DDF 106)  
Pre-requisites: DFTG 1103  
Co-requisites: None  
This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

**DFTG 1113 - Technical Drawing V (4)**  
(Replaces DDF 109)  
Pre-requisites: DFTG 1111  
Co-requisites: None  
Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.
DFTG 1125 - Architectural Fundamentals (4)
(Replaces DDS 200 and a portion of DDS 205—see DFTG 1129)
Pre-requisites: None
Co-requisites: None
Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

DFTG 1127 - Architectural 3D Modeling (4)
Pre-requisites: None
Co-requisites: 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 1129 - Residential Drawing I (4)
(Replaces DDS 204 and a portion of DDS 205—see DFTG 1125)
Pre-requisites: DFTG 1125
Co-requisites: None
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduce to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1131 - Residential Drawing II (4)
(Replaces DDS 207 and DDS 208)
Pre-requisites: DFTG 1129
Co-requisites: None
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1133 - Commercial Drawing I (4)
(Replaces DDS 209 and DDS 210)
Pre-requisites: DFTG 1125
Co-requisites: None
Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.
DFTG 2010 - Engineering Graphics (4)
(Replaces DDF 191)
Pre-requisites: None
Co-requisites: 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.

DFTG 2020 - Visualization and Graphics (3)
Pre-requisites: None
Co-requisites: None
This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.

DFTG 2030 - Advanced 3D Modeling Architectural (4)
Pre-requisites: DFTG 1127
Co-requisites: None
In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.

DFTG 2040 - Advanced 3D Modeling Mechanical (4)
Pre-requisites: DFTG 1105
Co-requisites: None
In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multibody parts assemblies, and basic animation techniques for mechanical assembly presentations.

DFTG 2110 - Blueprint Reading for Technical Drawing I (2)
Pre-requisites: Provisional Admission
Co-requisites: None
Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

DFTG 2120 - Print Reading for Architecture (3)
Pre-requisites: None
Co-requisites: None
This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.
DFTG 2130 - Manual Drafting Fundamentals (2)
(Replaces DDF 101)
Pre-requisites: None
Co-requisites: None
This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction concepts.

DFTG 2210 - Blueprint Reading for Technical Drawing II (2)
Pre-requisites: DFTG 2110
Co-requisites: None
This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

DFTG 2300 - Drafting Technology Practicum/Internship 3 (3)
Pre-requisites: None
Co-requisites: None
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2400 - Drafting Technology Practicum/Internship 4 (4)
Pre-requisites: None
Co-requisites: None
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety (3)
(Replaces DET 121)
Pre-requisites: Program 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)
(Replaces DET 125, DET 127, and DET 131)
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 1020 - Preventive Maintenance (5)**
(Replaces DET 123 and DET 124)
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 1030 - Diesel Engines (7)**
(Replaces DET 132, DET 133, and DET 135)
Pre-requisites: None
Co-requisites: DIET 1010
This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

**DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems (3)**
(Replaces DET 137)
Pre-requisites: None
Co-requisites: DIET 1010
This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

**DIET 1050 - Diesel Equipment Technology Internship (4)**
(Replaces DET 120)
Pre-requisites: DIET 1000, DIET 1010, DIET 1030
Co-requisites: None
This internship provides the student work experience in the occupational environment. Topics include: application of prerequisite knowledge and skills, problem solving, adaptability to job setting equipment and technology, and development of productivity and quality job performance through practice. The student’s internship experience may be implemented through the use of written individualized training plans, written performance evaluations, and required integrative experiences at the internship site.

**DIET 2000 - Truck Steering and Suspension Systems (4)**
(Replaces DET 215 and DET 216)
Pre-requisites: None
Co-requisites: DIET 1000
This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension
systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

**DIET 2001 - Heavy Equipment Hydraulics (6)**
(Replaces DET 129, DET 230, and DET 231)
Pre-requisites: None
Co-requisites: DIET 1000
This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

**DIET 2010 - Truck Brake Systems (4)**
(Replaces DET 211 and DET 213)
Pre-requisites: 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 2011 - Off Road Drivelines (6)**
(Replaces DET 233 and DET 234)
Pre-requisites: None
Co-requisites: DIET 1000, DIET 1010
This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

**DIET 2020 - Truck Drivetrains (6)**
(Replaces DET 215, DET 218, and DET 220)
Pre-requisites: None
Co-requisites: DIET 1000, DIET 1010
This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.
DIET 2140 - Introduction to Mobile Temperature Control (3)
(Replaces DET 240)
Pre-requisites: None
Co-requisites: None
This course introduces the basic fundamentals of mobile refrigeration, installation procedures, and service and repair of mobile temperature control units.

DIET 2141 - Transport Temperature Control Certification (3)
(Replaces DET 241)
Pre-requisites: None
Co-requisites: None
Introduces the service technician certification process and the features and benefits of certification.

ECCE 1101 - Introduction to Early Childhood Care and Education (3)
(Replaces ECE 1010)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces ECE 1030 or ECE 2030)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces ECE 1050)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces ECE 1012)
Pre-requisites: ECCE 1103
Co-requisites: 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 Children (3)
(Replaces ECE 1013 and ECE 1014)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces ECE 1021 or ECE 1022)
Pre-requisites: ECCE 1105
Co-requisites: 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 Through CDA Certificate Preparation (2)
(Replaces ECE 1025 and ECE 1026)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces ECE 2115)
Pre-requisites: ECCE 1103
Co-requisites: 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)
(Replaces ECE 2116)
Pre-requisites: ECCE 1103
Co-requisites: 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)
(Replaces ECE 2010 or ECE 2260)
Pre-requisites: ECCE 1103
Co-requisites: 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)
(Replaces ECE 2020)
Pre-requisites: Provisional Admission
Co-requisites: 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)**
Pre-requisites: ECCE 1103  
Co-requisites: 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)**  
(Replaces ECE 2240)  
Pre-requisites: ECCE 1101, ECCE 1103, ECCE 1105  
Co-requisites: 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

**ECCE 2310 - Paraprofessional Methods and Materials (3)**  
(Replaces ECE 2110)  
Pre-requisites: ECCE 1103  
Co-requisites: 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 Roles and Practices (3)**  
(Replaces ECE 2120)  
Pre-requisites: Program Admission, ECCE 1103  
Co-requisites: 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)**  
(Replaces ECE 2170 and ECE 2210)  
Pre-requisites: Provisional Admission  
Co-requisites: 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)**
(Replaces ECE 2220)
Pre-requisites: Provisional Admission
Co-requisites: 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.

**ECON 1101 - Principles of Economics (3)**
(Replaces ECO 1101 or ECO 191)
Pre-requisites: Program Admission
Co-requisites: 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.

**ELCR 1005 - Soldering Technology (1)**
(Replaces ELC 104)
Pre-requisites: Provisional Admission
Co-requisites: 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 (5)**
(Replaces ELC 106 and ELC 108)
Pre-requisites: MATH 1013, MATH 1111
Co-requisites: 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, and DC theorems.
ELCR 1020 - Alternating Current Circuits (7)
(Replaces ELC 109 and ELC 110)
Pre-requisites: ELCR 1010
Co-requisites: None
This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1030 - Solid State Devices (5)
(Replaces ELC 114, ELC 115, and ELC 125)
Pre-requisites: ELCR 1020
Co-requisites: None
This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

ELCR 1040 - Digital and Microprocessor Fundamentals (5)
(Replaces ELC 118, ELC 119, and ELC 120)
Pre-requisites: ELCR 1020
Co-requisites: ELCR 1030
This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

ELCR 1060 - Linear Integrated Circuits (3)
(Replaces ELC 117)
Pre-requisites: ELCR 1030
Co-requisites: None
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.
ELCR 1300 - Mobile Audio and Video Systems (3)
(Replaces ELC 130)
Pre-requisites: None
Co-requisites: 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)
(Replaces ELC 180)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces ELC 182)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces ELC 184)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces ELC 186)
Pre-requisites: Program Admission
Co-requisites: 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 2210 - Advanced Circuit Analysis (5)
(Replaces ELC 220 and ELC 221)
Pre-requisites: ELCR 1040
Co-requisites: None
This course provides an in-depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters
and receivers, multiplexing and demultiplexing, basic telemetry concepts, and noise bandwidth considerations.

**ELCR 2220 - Advanced Modulation Techniques (3)**
(Replaces ELC 222)
Pre-requisites: None
Co-requisites: ELCR 2210
This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

**ELCR 2230 - Antenna and Transmission Lines (3)**
(Replaces ELC 223)
Pre-requisites: None
Co-requisites: ELCR 2220
Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

**ELCR 2240 - Microwave Communications and Radar (3)**
(Replaces ELC 224)
Pre-requisites: ELCR 2230
Co-requisites: None
Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

**ELCR 2250 - Optical Communications Techniques (3)**
(Replaces ELC 225)
Pre-requisites: None
Co-requisites: ELCR 2240
Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

**ELTR 1020 - Electrical Systems Basics I (3)**
(Replaces ELT 119)
Pre-requisites: None
Co-requisites: IDFC 1011, MATH 1012
Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.
ELTR 1060 - Electrical Prints, Schematics, and Symbols (3)
(Replaces ELT 106)
Pre-requisites: Provisional Admission
Co-requisites: 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 (6)
(Replaces ELT 107 and a portion of ELT 108—see ELTR 1090)
Pre-requisites: None
Co-requisites: ELTR 1090
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 (6)
(Replaces ELT 109 and a portion of ELT 108—see ELTR 1080)
Pre-requisites: None
Co-requisites: ELTR 1080
This course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

ELTR 1110 - Electric Motors (4)
(Replaces ELT 111)
Pre-requisites: None
Co-requisites: 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)
(Replaces ELT 112)
Pre-requisites: None
Co-requisites: ELTR 1110, ELTR 1180
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 1180 - Electrical Controls (3)
(Replaces ELT 118)
Pre-requisites: None
Co-requisites: ELTR 1110, ELTR 1120
Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

ELTR 1205 - Residential Wiring I (4)
(Replaces ELT 120)
Pre-requisites: None
Co-requisites: ELTR 1210
Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).

ELTR 1210 - Residential Wiring II (4)
(Replaces ELT 121)
Pre-requisites: None
Co-requisites: ELTR 1205
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.

ELTR 1220 - Industrial PLCs (4)
(Replaces ALT 122)
Pre-requisites: ELTR 1110, ELTR 1180
Co-requisites: None
Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.
ELTR 1250 - Diagnostic Troubleshooting (2)
(Replaces ELT 115)
Pre-requisites: ELTR 1180
Co-requisites: 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)
(Replaces ELT 116)
Pre-requisites: ELTR 1080, ELTR 1090
Co-requisites: 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 - National Electrical Code Industrial Applications (3)
(Replaces ELT 117)
Pre-requisites: None
Co-requisites: ELTR 1080, ELTR 1090
Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.

ELTR 1500 - Electrical Systems Technology Internship/Practicum (3)
Pre-requisites: None
Co-requisites: 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)
Pre-requisites: Provisional Admission
Co-requisites: 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 tools on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

ELTR 1520 - Grounding and Bonding (2)
(Replaces ELT 151)
Pre-requisites: Provisional Admission
Co-requisites: 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
Course Descriptions

ELTR 1525 - Photovoltaic Systems (5)
Pre-requisites: None
Co-requisites: ELTR 1210
This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

ELTR 1530 - Conduit Sizing (2)
(Replaces ELT 150)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces ELT 126)
Pre-requisites: Provisional Admission
Co-requisites: 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.

EMPL 1000 - Interpersonal Relations and Professional Development (2)
(Replaces EMP 1000)
Pre-requisites: Provisional Admission
Co-requisites: 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 1110 - Introduction to the EMT Profession (3)
Pre-requisites: Program Admission
Co-requisites: None
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the pre-hospital 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 and Pharmacology (3)**
Pre-requisites: Program Admission  
Co-requisites: 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)**
Pre-requisites: Program Admission  
Co-requisites: 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)**
Pre-requisites: Program Admission  
Co-requisites: 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 and Trauma for the EMT (3)**
Pre-requisites: Program Admission  
Co-requisites: 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 and Practical Applications for the EMT (1)
Pre-requisites: Program Admission
Co-requisites: 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)
Pre-requisites: Program Admission
Co-requisites: 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)
Pre-requisites: Program Admission
Co-requisites: 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)
Pre-requisites: Program Admission
Co-requisites: None
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals

EMSP 1540 - Clinical and Practical Applications for the AEMT (3)
Pre-requisites: Program Admission
Co-requisites: 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.
ENGL 0096 - English I (3)
(Replaces ENG 096)
Pre-requisites: Appropriate Placement Test Score
Co-requisites: None
Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development.

ENGL 0097 - English II (3)
(Replaces ENG 097)
Pre-requisites: Appropriate Placement Test Score, ENGL 0096 - English I
Co-requisites: None
Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, basic mechanics, spelling, and writing skills.

ENGL 0098 - English III (3)
(Replaces ENG 098)
Pre-requisites: Appropriate Placement Test Score, ENGL 0097
Co-requisites: None
Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.

ENGL 1010 - Fundamentals of English I (3)
(Replaces ENG 1010 or ENG 100 or ENG 101 or ENG 111)
Pre-requisites: ENGL 0097, READ 0097
Co-requisites: 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)
(Replaces ENG 1012 or ENG 102 or ENG 112)
Pre-requisites: ENGL 1010
Co-requisites: 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)
(Replaces ENG 1101 or ENG 191)
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
Co-requisites: 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)**
(Replaces ENG 1102 or ENG 193)
Pre-requisites: ENGL 1101
Co-requisites: 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)**
(Replaces ENG 1105 or ENG 195)
Pre-requisites: ENGL 1101
Co-requisites: 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 2130 - American Literature (3)**
(Replaces ENG 2130)
Pre-requisites: ENGL 1101
Co-requisites: 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.

**HORT 1000 - Horticulture Science (3)**
(Replaces EHO 100)
Pre-requisites: Provisional Admission
Co-requisites: 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)**
(Replaces EHO 101)
Pre-requisites: Program Admission
Co-requisites: 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)
(Replaces EHO 102)
Pre-requisites: Program Admission
Co-requisites: 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 (3)
(Replaces EHO 103)
Pre-requisites: Provisional Admission
Co-requisites: None
This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

HORT 1040 - Landscape Installation (3)
(Replaces EHO 104 and EHO 107)
Pre-requisites: None
Co-requisites: 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 1050 - Nursery Production and Management (3)
(Replaces EHO 105)
Pre-requisites: Provisional Admission
Co-requisites: 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 (3)
(Replaces EHO 106)
Pre-requisites: None
Co-requisites: 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 1080 - Pest Management (3)
(Replaces EHO 108)
Pre-requisites: Provisional Admission
Co-requisites: 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 (3)
(Replaces EHO 112)
Pre-requisites: None
Co-requisites: 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)
(Replaces EHO 114)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces EHO 115)
Pre-requisites: None
Co-requisites: 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 1160 - Landscape Contracting (3)
(Replaces EHO 116)
Pre-requisites: None
Co-requisites: None
Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.
HORT 1310 - Irrigation (3)
(Replaces EHO 131)
Pre-requisites: None
Co-requisites: 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 (3)
(Replaces EHO 133)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces EHO 141)
Pre-requisites: Program Admission
Co-requisites: HORT 1000
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 1430 - Advanced Landscape Design (3)
(Replaces EHO 143)
Pre-requisites: None
Co-requisites: None
This course familiarizes students with approaches to garden and small outdoor space design. Students will examine various approaches to color and design theory relevant to designing gardens and outdoor spaces. Topics include history of design, landscape design principles and elements, sketching and drawing skills, design analysis, garden design styles, plant material selection and the development of a garden planting plan.

HORT 1440 - Landscape Grading and Drainage (4)
(Replaces EHO 144)
Pre-requisites: None
Co-requisites: None
Allows students to become familiar with basic site grading procedures that promote proper site drainage. This course emphasizes a hands-on approach to grading using hand and machine-driven equipment. Topics include: overview of grading and drainage, topographic map reading and evaluation, basic surveying procedures and equipment usage, site analysis and drainage design and installation, grading equipment operation and safety and grading landscape areas.
HORT 1560 - Computer-Aided Landscape Design (3)
(Replaces EHO 156)
Pre-requisites: None
Co-requisites: 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 1680 - Woody Plant Identification II (2)
(Replaces EHO 168)
Pre-requisites: Provisional Admission
Co-requisites: None
Students will develop a systematic approach to proper classification, nomenclature, identification, culture and use of many different woody plant species suitable for the region. Topics include: principles of plant classification and nomenclature, identification traits of woody plants and identification, culture and use of woody landscape plant species.

IDFC 1000 - Principles of Electricity I (4)
(Replaces a portion of IFC 100—see IDFC 1007; and a portion of IFC 101—see IDFC 1011)
Pre-requisites: None
Co-requisites: 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 1007 - Industrial Safety Procedures (2)
(Replaces a portion of IFC 100—see IDFC 1000)
Pre-requisites: Provisional Admission
Co-requisites: 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)
(Replaces a portion of IFC 100—see IDFC 1000)
Pre-requisites: None
Co-requisites: MATH 1012
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)
(Replaces IFC 102)
Pre-requisites: None
Co-requisites: 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.

IDSY 1000 - Introduction to Instrumentation Technology (3)
Pre-requisites: None
Co-requisites: None
Provides an overview of career opportunities in the instrumentation technology field and introduces instrumentation concepts, practices, and procedures. Topics include instrumentation careers and employment market, safety practices and procedures, basic instrumentation terminology, block diagram process flow, paybacks of quality, and professional standards and organization.

IDSY 1100 - Basic Circuit Analysis (5)
(Replaces IFC 101, IFC 102, and IFC 103)
Pre-requisites: None
Co-requisites: 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 1110 - Industrial Motor Controls I (5)
(Replaces IDS 105, IDS 110, and IDS 113)
Pre-requisites: None
Co-requisites: 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 PLCs (6)
(Replaces IDS 101 or IDS 107 and IDS 141)
Pre-requisites: None
Co-requisites: IDSY 1110
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)**
(Replaces IDS 103)
Pre-requisites: None
Co-requisites: IDSY 1100
Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, over current protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

**IDSY 1170 - Industrial Mechanics (6)**
(Replaces IDS 101 or IDS 107 and IDS 215)
Pre-requisites: None
Co-requisites: 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 1190 - Fluid Power and Piping Systems (6)**
(Replaces IDS 221 and IDS 231)
Pre-requisites: None
Co-requisites: 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 1210 - Industrial Motor Controls II (5)**
(Replaces IDS 115, IDS 121, and IDS 131)
Pre-requisites: None
Co-requisites: IDSY 1110
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 (6)**
(Replaces IDS 101 or IDS 107 and IDS 142)
Pre-requisites: None
Co-requisites: IDSY 1120
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 (6)
(Replaces IDS 101 or IDS 107 and IDS 142)
Pre-requisites: None
Co-requisites: 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.

LETA 1010 - Health & Life Safety for Basic Law Enforcement (2)
(Replaces CRJ 1010)
Pre-requisites: Program Admission
Co-requisites: None
Introduces students of the Basic Law Enforcement Academy to emergency care or first aid, cardiopulmonary resuscitation, universal precautions, interpersonal communications, as well as concepts related to mental health, mental retardation and substance abuse. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1012 - Ethics and Liability for Basic Law Enforcement (2)
(Replaces CRJ 1012)
Pre-requisites: Program Admission
Co-requisites: None
This course for students of the Basic Law Enforcement Academy examines the ethical issues and areas of liability confronted by law enforcement personnel. Included in this course are the following topics: ethics and professionalism, peace officer liability. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1014 - Firearms Training for Basic Law Enforcement (4)
(Replaces CRJ 1014)
Pre-requisites: LETA 1010, LETA 1012, LETA 1018, LETA 1024, LETA 1026, LETA 1032
Co-requisites: None
This course provides the student of the Basic Law Enforcement Academy with an understanding of terminology, legal requirements, liability, safety considerations, tactics, procedures, firearms nomenclature, fundamentals of marksmanship, fundamental simulation in the use of deadly force and the opportunity to demonstrate proficiency in marksmanship. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit. (version 201003L)

LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement (4)
(Replaces CRJ 1016)
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032
Co-requisites: None
This course provides the student of the Basic Law Enforcement Academy with an understanding of appropriate driving actions, terminology, local responsibility, specific statutes, and safety considerations as well as demonstrate proficiency in the
operation of an emergency vehicle. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

**LETA 1018 - Defensive Tactics for Basic Law Enforcement (3)**
(Replaces CRJ 1018)
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1032
Co-requisites: None
This course provides students of the Basic Law Enforcement Academy with an understanding of terminology, human anatomy, legal requirements, liability, safety, tactics, and demonstrate proper procedures for specific techniques to search, control and restrain a person. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

**LETA 1020 - Police Patrol Operations for Basic Law Enforcement (4)**
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032
Co-requisites: 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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

**LETA 1022 - Methods of Criminal Investigation for Basic Law Enforcement (4)**
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA 1032,
Co-requisites: None
Course Description 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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

**LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement (4)**
Pre-requisites: LETA 1032
Co-requisites: 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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.
LETA 1026 - Criminal Procedure for Basic Law Enforcement (4)
Pre-requisites: LETA 1024, LETA 1032
Co-requisites: None
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1028 - Police Traffic Control and Investigation for Basic Law Enforcement (3)
Pre-requisites: LETA 1010, LETA 1024, LETA 1026, LETA 1030, LETA
Co-requisites: 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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit. (version 201003L)

LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement (3)
Pre-requisites: LETA 1024, LETA 1026, LETA 1032,
Co-requisites: 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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement (3)
Pre-requisites: Program Admission
Co-requisites: 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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1034 - Constitutional Law for Criminal Justice for Basic Law Enforcement (3)
Pre-requisites: LETA 1024, LETA 1026, LETA 1032,
Co-requisites: 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. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

**MAST 1010 - Legal and Ethical Concerns in the Medical Office (2)**  
(Replaces MAS 101)  
Pre-requisite: Program Admission  
Co-requisite: 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)**  
(Replaces MAS 103)  
Pre-requisite: Program Admission, MATH 1012  
Co-requisite: 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)**  
(Replaces MAS 106)  
Pre-requisite: Program Admission  
Co-requisite: 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)**  
(Replaces MAS 108)  
Pre-requisite: Program Admission, ALHS 1011, ALHS 1090  
Co-requisite: 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)
(Replaces MAS 109)
Pre-requisite: Program Admission, ALHS 1011, ALHS 1090
Co-requisite: 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)
(Replaces MAS 110)
Pre-requisite: Program Admission, ALHS 1011, ALHS 1090, BUSN 1100, COMP 1000, ENGL 1010
Co-requisite: None
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

MAST 1110 - Administrative Practice Management (3)
(Replaces MAS 111)
Pre-requisite: Program Admission, ALSH 1011, ALHS 1090, BUSN 1100, COMP 1000, ENGL 1010
Co-requisite: 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 Pathological Conditions in the Medical Office (3)
(Replaces MAS 112)
Pre-requisite: Program Admission
Co-requisite: None
Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

MAST 1170 - Medical Assisting Externship (6)
(Replaces MAS 117)
Pre-requisite: Program Admission
Co-requisite: None
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)**  
(Replaces MAS 118)  
Pre-requisite: Program Admission  
Co-requisite: None  
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)**  
(Replaces MAS 151)  
Pre-requisite: ALHS 1011, ALHS 1090, ENGL 1010  
Co-requisite: 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)**  
(Replaces MAS 152)  
Pre-requisite: MAST 1510  
Co-requisite: MAST 1530  
Continues development of skills and knowledge presented in MAST 1510: Medical Billing and Coding I and provides for patient disease and medical procedure coding for billing purposes by health care facilities. Topics include: medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding including fraud and abuse. (version 201003)

**MAST 1530 - Medical Procedural Coding (2)**  
(Replaces MAS 153)  
Pre-requisite: MAST 1510  
Co-requisite: None  

**MATH 0096 - Math I (3)**  
(Replaces MAT 096)  
Pre-requisites: Appropriate arithmetic placement test score.  
Co-requisites: None  
Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include number theory, whole numbers, fractions, and decimals. Homework assignments reinforce classroom learning.
MATH 0097 - Math II (3)
(Replaces mat 097)
Pre-requisite: Appropriate Placement Test Scores, MATH 0096
Co-requisite: None
Emphasizes in-depth arithmetic skills needed for the study of mathematics and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, and application problems.

MATH 0098 - Elementary Algebra (3)
(Replaces MAT 098)
Pre-requisite: MATH 97 or Appropriate entrance arithmetic score
Co-requisite: None
Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

MATH 0099 - Intermediate Algebra (3)
(Replaces MAT 099)
Pre-requisite: Appropriate Placement Test Scores, MATH 0098
Co-requisite: None
Emphasizes intermediate algebra skills. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.

MATH 1011 - Business Math (3)
(Replaces MAT 1011 or MAT 111)
Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.
Co-requisites: 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)
(Replaces MAT 1012)
Pre-requisite: Appropriate Placement Test Scores, MATH 0097
Co-requisite: 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, formula manipulation, technical applications, and basic statistics.

MATH 1013 - Algebraic Concepts (3)
(Replaces MAT 1013 or MAT 103)
Pre-requisite: Appropriate Placement Test Scores, MATH 0098
Co-requisite: 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)**

(Replaces MAT 1015 or MAT 104)
Pre-requisite: MATH 1013 Algebraic Concepts with a C or better.
Co-requisite: None
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

**MATH 1017 - Trigonometry (3)**

(Replaces MAT 1017 or MAT 105)
Pre-requisite: MATH 1013 Algebraic Concepts with a C or better.
Co-requisite: None
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

**MATH 1111 - College Algebra (3)**

(Replaces MAT 1111 or MAT 191)
Pre-requisite: Program Admission AND Minimum ASSET score of 42 (or COMPASS equivalent) OR Completion of MATH 0099 - Intermediate Algebra with a minimum exit ASSET Score of 42 (or COMPASS equivalent).
Co-requisite: 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)**

(Replaces MAT 1112 or MAT 193)
Pre-requisite: Program Admission, MATH 1111
Co-requisite: 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 – Pre-Calculus (3)**

(Replaces MAT 1113 or MAT 194)
Pre-requisite: Program Admission AND Math 1111 with C or better.
Co-requisite: 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.
MCHT 1011 - Introduction to Machine Tool (4)  
(Replaces MCH 101)  
Pre-requisite: Provisional Admission  
Co-requisite: 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)  
(Replaces MCH 102 and MCH 114)  
Pre-requisite: Provisional Admission  
Co-requisite: 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)  
(Replaces MCH 104 and MCH 105)  
Pre-requisite: Provisional Admission, MATH 1012  
Co-requisite: 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 1015 - Surface Grinder Operations (2)  
(Replaces MCH 112)  
Pre-requisite: Provisional Admission  
Co-requisite: None  
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include: surface grinders and surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1017 - Characteristics of Metals/Heat Treatment I (3)  
(Replaces MCH 107)  
Pre-requisite: Provisional Admission  
Co-requisite: 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 1119 - Lathe Operations I (4)  
(Replaces MCH 109)  
Pre-requisite: Provisional Admission, MCHT 1011 and either MATH 1012, MATH 1111
or MCHT 1013
Co-requisite: 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)**  
(Replaces MCH 115)  
Pre-requisite: Provisional Admission, MCHT 1011 and either MATH 1012, MATH 1111 or MCHT 1013  
Co-requisite: 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)**  
(Replaces MCH 110)  
Pre-requisite: Provisional Admission, MCHT 1119  
Co-requisite: 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)**  
(Replaces MCH 116)  
Pre-requisite: MCHT 1120  
Co-requisite: 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.

**MCHT 1510 - Machine Tool Internship (3)**  
Pre-requisites: None  
Co-requisites: None
This course provides for student work experience in an occupational environment. Topics include work skills and personnel skills development. Students will be under the supervision of the Machine Tool Technology program faculty and/or persons designated to coordinate work experience arrangements.

**MGMT 1100 - Principles of Management (3)**  
(Replaces MSD 100 or MKT 101)  
Pre-requisite: Provisional Admission  
Co-requisite: 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

**MGMT 1110 - Employment Law (3)**
(Replaces MSD 102)
Pre-requisite: Provisional Admission
Co-requisite: 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)**
(Replaces MSD 103)
Pre-requisite: Provisional Admission
Co-requisite: 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 2115 - Human Resource Management (3)**
(Replaces MSD 104)
Pre-requisite: Provisional Admission
Co-requisite: 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)**
(Replaces MSD 105)
Pre-requisite: Provisional Admission
Co-requisite: 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.

MKTG 1100 - Principles of Marketing (3)
(Replaces MKT 100)
Pre-requisite: None
Co-requisite: 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)
(Replaces MKT 103)
Pre-requisite: None
Co-requisite: 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)
(Replaces MKT 106)
Pre-requisite: None
Co-requisite: 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 1190 - Integrated Marketing Communication (3)
(Replaces MKT 108)
Pre-requisite: None
Co-requisite: 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)
(Replaces MKT 208)
Pre-requisite: None
Co-requisite: 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)
(Replaces MKT 109)
Pre-requisite: None
Co-requisite: 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)
Pre-requisite: None
Co-requisite: 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)
(Replaces MKT 210)
Pre-requisite: MKTG 1100
Co-requisite: 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)
(Replaces MKT 123)
Pre-requisite: None
Co-requisite: 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 2060 - Marketing Channels (3)
Pre-requisite: None
Co-requisite: 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)
(Replaces MKT 122)
Pre-requisite: None
Co-requisite: 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)
Pre-requisite: MKTG 1100
Co-requisite: 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)
(Replaces MKT 110)
Pre-requisite: Provisional Admission
Co-requisite: 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. (version 201003L)

MKTG 2270 - Retail Operations Management (3)
(Replaces MKT 125)
Pre-requisite: Provisional Admission
Co-requisite: 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 2290 – Marketing Internship/Practicum (3)
(Replaces MKT 13)
Pre-requisite: Program Instructor Approval
Co-requisite: 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)
(Replaces MKT 228)
Pre-requisite: MKTG 1100
Co-requisite: 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.

MSVT 1000 - Introduction to Motorsports and Race Vehicle Systems (3)
(Replaces MST 100 and MST 101)
Pre-requisite: Program Admission
Co-requisite: None
This course provides an introduction to the Motorsports industry, teams, support industries, tools, precision measurement, shop safety basics, and track and transporter safety and basics. It also provides discussion of and practical work on race vehicle systems such as chassis design, suspension and steering, engines, ignition, cooling, lubrication, clutch, transmissions, drive axles and brakes.

MSVT 1010 - Electrical Systems (4)
(Replaces MST 107)
Pre-requisite: Program Admission
Co-requisite: MSVT 1000
This course introduces the fundamental theory, diagnosis, repair and service of conventional and electronic automotive systems including electrical systems, wiring methods, wiring diagrams, mechanical wiring connections, soldering, and data acquisition.

MSVT 1040 - Gear Box and Final Drives (4)
(Replaces MST 126)
Pre-requisite: None
Co-requisite: MSVT 1000
This course introduces fundamental components, power flow, drive line theory, types of racing transmissions and drive trains, computation of gear ratios, RPM factors, and vehicle speeds related to transmission and gear ratios. The course involves removal and replacement of transmission and rear gears in race vehicles, disassembly and diagnosis, reassembly and precision measurements involved in the procedures.

MSVT 1050 - Fabrication Techniques (6)
(Replaces MST 132)
Pre-requisite: MSVT 1030
Co-requisite: MSVT 1000
This course introduces basic welding, machining, metal fabrication techniques, and print reading used daily in the racing shop. This course furthers basic fabrication skills including tube bending, advanced welding techniques, and print reading. Students will be assigned a motorsports related fabrication project.
MSVT 1090 - Motorsports Internship I (4)
(Replaces MST 112)
Pre-requisite: MSVT 1000
Co-requisite: None
This course provides students with general on-site experience at a motorsports facility.

MSVT 2005 - Body and Chassis Design and Fabrication (5)
(Replaces MST 127 and MST 129)
Pre-requisite: MSVT 1000
Co-requisite: None
This course provides the student with the opportunity to design and fabricate the structural body and chassis of a racing car. Topics include: machine safety, stationary equipment, bend allowance, fasteners layout, parts fabrication, special fasteners, geometric functions, fabrication equipment safety, chassis design and layout, chassis parts fabrication, and the identification and proper selection of suspension components.

MSVT 2010 - Engine Design, Building and Testing (2)
(Replaces MST 134)
Pre-requisite: MSVT 1000
Co-requisite: None
This course introduces gasoline internal combustion engine design, components and functions. The course includes precision measurement of components, removal and replacement of race vehicle engine assemblies and related components, disassembly and reassembly of racing engines including push rod and over head cam designs, precision measurements, test procedures, engine run stand and dyno testing.

MSVT 2020 - Race Car Preparation and Testing (3)
(Replaces MST 136)
Pre-requisite: MSVT 1000
Co-requisite: None
This course teaches the student the proper vehicle checks prior to a track session. Students will be trained in the proper system checks, transporter preparation, track side tool organization, transporter loading techniques and race track procedures. This course also addresses proper vehicle set up and geometry, vehicle corner weight scaling, all adjustment parameters, trackside adjustments and components changes, shock dynoing, and spring rating.

MSVT 2090 - Motorsports Internship II (4)
(Replaces MST 114)
Pre-requisite MSVT 1090
Co-requisite: None
This course provides students with advanced skills and specialized on-site experience at a motorsports facility.
NAST 1100 - Nurse Aide Fundamentals (6)
(Replaces CNA 100 and AHS 104)
Pre-requisites: Program Admission
Co-requisites: 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.

PHLT 1030 - Introduction to Venipuncture (3)
(Replaces PHL 103)
Pre-requisites: Program Admission
Co-requisites: None
This course 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)
(Replaces PHL 105)
Pre-requisites: PHLT 1030
Co-requisites: 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.

PNSG 1020 - Pharmacology for Clinical Calculations (2)
(Replaces AHS 102)
Pre-requisite: Program Admission
Co-requisite: None
Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.
PNSG 1030 - Clinical Nutrition (2)
(Replaces AHS 103)
Pre-requisite: Program Admission
Co-requisite: None
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, enteral and parenteral nutrition, nutrition throughout the lifespan, and client education.

PNSG 1100 - Nursing Fundamentals (7)
(Replaces NSG 110)
Pre-requisite: ALHS 1011, ALHS 1040, ALHS 1090, and MATH 1012
Co-requisite: None
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; geriatrics; customer/client relationships; and standard precautions.

PNSG 1120 - Medical Surgical Nursing I (7)
(Replaces NSG 112)
Pre-requisite: PNSG 1020, PNSG 1030, PNSG 1100
Co-requisite: None
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and nutritional aspects related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems.

PNSG 1122 - Medical Surgical Nursing Practicum I (6)
(Replaces NPT 112)
Pre-requisite: PNSG 1020, PNSG 1030, PNSG 1100
Co-requisite: PNSG 1120
Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.
**PNSG 1130 - Medical Surgical Nursing II (7)**
(Replaces NSG 113)
Pre-requisite: PNSG 1120
Co-requisite: None
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

**PNSG 1132 - Medical Surgical Nursing Practicum II (6)**
(Replaces NPT 113)
Pre-requisite: PNSG 1120, PNSG 1122
Co-requisite: None
Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

**PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)**
Pre-requisites: Program Admission
Co-requisites: 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)**
Pre-requisites: Program Admission
Co-requisites: None
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)
Pre-requisites: Program Admission
Co-requisites: None
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, and standard precautions.

PNSG 2120 - Pediatric Nursing (4)
(Replaces NSG 212)
Pre-requisite: PNSG 1020, PNSG 1030, PNSG 1100
Co-requisite: None
Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

PNSG 2122 - Pediatric Nursing Practicum (1)
(Replaces NPT 212)
Pre-requisite: PNSG 1020, PNSG 1030, PNSG 1100
Co-requisite: PNSG 2120
Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

PNSG 2130 - Obstetric Nursing (4)
(Replaces NSG 213)
Pre-requisite: PNSG 1020, PNSG 1030, PNSG 1100
Co-requisite: None
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.
PNSG 2132 - Obstetric Nursing Practicum (2)
(Replaces NPT 213)
Pre-requisite: PNSG 1020, PNSG 1030, PNSG 1100
Co-requisite: None
Focuses on clinical patient care aspects health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

PNSG 2150 - Nursing Leadership (1)
(Replaces NSG 215)
Pre-requisite: PNSG 1020, PNSG 1030, PNSG 1100
Co-requisite: None
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 2152 - Nursing Leadership Practicum (2)
(Replaces NPT 215)
Pre-requisite: PNSG 1020, PNSG 1030, PNSG 1100
Co-requisite: PNSG 2150
Builds on the concepts presented in prior nursing courses and develops the 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.

PNSG 2210 - Medical-Surgical Nursing I (4)
Pre-requisites: Program Admission
Co-requisites: None
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; preoperative 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)
Pre-requisites: Program Admission
Co-requisites: None
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)
Pre-requisites: Program Admission
Co-requisites: None
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)
Pre-requisites: Program Admission
Co-requisites: None
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)
Pre-requisites: Program Admission
Co-requisites: None
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)
Pre-requisites: Program Admission
Co-requisites: None
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)
Pre-requisites: Program Admission
Co-requisites: None
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric 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)
Pre-requisites: Program Admission
Co-requisites: None
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric 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; preoperative 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
PNSG 2330 - Medical-Surgical Nursing Clinical III (2)
Pre-requisites: Program Admission
Co-requisites: None
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric 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; preoperative 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)
Pre-requisites: Program Admission
Co-requisites: None
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 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric and 37.5 pediatric 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)
Pre-requisites: Program Admission
Co-requisites: None
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)**  
Pre-requisites: Program Admission  
Co-requisites: None  
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.

**PPOT 1000 - Pulp and Paper Chemistry (3)**  
Pre-requisite: None  
Co-requisite: None  
This course provides an introduction and general understanding of chemistry in the pulp and paper industry.

**PPOT 1010 - Pulping, Washing, and Chemical Recovery (3)**  
Pre-requisites: Program Admission  
Co-requisites: None  
This class provides a historical review of the pulp, paper, and recycles industry. It gives an introduction to raw materials used in the manufacture of pulp and paper products and their characteristics. Includes wood and chip handling, mechanical, sulfate and Kraft pulping, cooking equipment, brown stock washing and chemical recovery.

**PPOT 1020 - Pulp Screening, Bleaching and Recycling (3)**  
Pre-requisite: None  
Co-requisite: None  
This course provides a description of the pulp screening, bleaching and recycling process.

**PPOT 1030 - Pulp and Paper Machine and Finishing Operations (3)**  
Pre-requisite: None  
Co-requisite: None  
This course provides a description and understanding of the pulp and paper machine and the finishing operations.

**PPOT 1040 - Quality/Operations Management and Pollution Abatement (3)**  
Pre-requisite: None  
Co-requisite: None  
This course provides a knowledge and understanding of quality/operations management and pollution abatement.
**PSYC 1010 - Basic Psychology (3)**  
(Replaces PSY 1010 or PSY 101)  
Pre-requisite: None  
Co-requisite: 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 relations.

**PSYC 1101 - Introductory Psychology (3)**  
(Replaces PSY 1101 or PSY 191)  
Pre-requisite: Program Admission  
Co-requisite: 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.

**RCRT 1106 - Introduction to Railcar Structural Components (2)**  
(Replaces RRT 106)  
Pre-requisites: None  
Co-requisites: None  
Introduces the structural and load bearing components of all classifications of rail cars.

**RCRT 1108 - AAR Rules and Regulations (3)**  
(Replaces RRT 108)  
Pre-requisites: None  
Co-requisites: 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)**  
(Replaces RRT 110)  
Pre-requisites: None  
Co-requisites: 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)
(Replaces RRT 112)
Pre-requisites: None
Co-requisites: 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)
(Replaces RRT 114)
Pre-requisites: None
Co-requisites: 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.

READ 0096 - Reading I (3)
(Replaces RDG 096)
Pre-requisite: Appropriate reading score
Co-requisite: None
Emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, comprehension skills, and study skills. Emphasizes the strengthening of fundamental reading, competencies. Topics include vocabulary skills, comprehension skills, and study skills.

READ 0097 - Reading II (3)
(Replaces RDG 097)
Pre-requisite: READ 0096 - Reading I OR Appropriate entrance reading score.
Co-requisite: None
Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

READ 0098 - Reading III (3)
(Replaces RDG 098)
Pre-requisite: READ 0097 - Reading II or Appropriate entrance reading score.
Co-requisite: None
Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

RELM 2010 - Introduction to Recreation and Leisure Management (3)
(Replaces RLM 201 and RLM 240)
Pre-requisites: None
Co-requisites: None
This course will provide the student with an understanding of the sociological, philosophical, economical and historical aspects of recreation and leisure. This course will also provide an introduction to recreation as a profession and investigate contemporary issues in recreation and leisure.
RELM 2020 - Recreation Leadership and Supervision (3)
(Replaces RLM 209)
Pre-requisites: None
Co-requisites: None
This course provides theories and techniques in leadership, group dynamics, and personnel management as they relate to programming and staff supervision in recreation agencies. Emphasis is on personnel management techniques, including job analysis, recruitment and career development.

RELM 2030 - Recreational Facility Management and Design (3)
(Replaces RLM 230)
Pre-requisites: None
Co-requisites: None
This course provides students with learning experiences in the administrative tasks of planning and designing new recreational facilities, and renovating and maintaining existing recreational and leisure facilities.

RELM 2040 - Program Planning in Recreation (3)
(Replaces RLM 213)
Pre-requisites: None
Co-requisites: None
This course provides practical knowledge and experiences in the essential elements and design concepts of program planning. Emphasis is placed on student involvement in planning and directing programs for diverse populations in a variety of settings.

RELM 2042 - Beginning Tennis (2)
(Replaces RLM 242)
Pre-requisites: None
Co-requisites: None
This course provides students with the basic knowledge, techniques, and skills for tennis which prepares them to participate in an activity which promotes a healthy and active lifestyle.

RELM 2043 - Weight Training (2)
(Replaces RLM 243)
Pre-requisites: None
Co-requisites: None
This course provides students with the basic knowledge, techniques and skills for weight training which prepares them to participate in an activity which promotes healthy and active lifestyles.

RELM 2045 - Beginning Golf (2)
(Replaces RLM 245)
Pre-requisites: None
Co-requisites: None
This course provides students with the basic knowledge, techniques and skills which prepares them to participate in an activity which promotes a healthy and active lifestyle.
RELM 2046 - Volleyball (2)  
(Replaces RLM 246)  
Pre-requisites: None  
Co-requisites: None  
This course provides students with the basic knowledge, techniques, and skills which prepares them to participate in an activity which promotes a healthy and active lifestyle.

RELM 2050 - Recreation and Leisure Management Internship (8)  
(Replaces RLM 247)  
Pre-requisites: None  
Co-requisites: None  
This course will provide the student with practical experience under the supervision of a professional recreation agency. The experience will allow the student to test the practical application of theories of Recreation and Leisure Management under the guidance and supervision of a recreational agency professional.

SOCI 1101 - Introduction to Sociology (3)  
(Replaces SOC 1101 or SOC 191)  
Pre-requisites: Program Admission  
Co-requisites: 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.

SPCH 1101 - Public Speaking (3)  
(Replaces SPC 1101 or SPC 191)  
Pre-requisites: Program Admission or ENGL 0098  
Co-requisites: 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.

UEQT 1100 - Utility Equipment Organization Principles (3)  
(Replaces UET 110)  
Pre-requisite: None  
Co-requisite: None  
This course is an introduction to utility equipment. Topics include introduction to utility equipment, utility equipment requirements, mechanical ability requirements, general safety, basic computer knowledge, and positive work ethics.
UEQT 1110 - Utility Equipment Mechanical and Hydraulic Skill Development (3)  
(Replaces UET 111)  
Pre-requisite: None  
Co-requisite: None  
This course introduces utility hydraulic and mechanical equipment. Topics include power tools, fasteners, bearings, lubrications, basic hydraulic training, basic electrical training, and safety in the workplace.

UEQT 1120 - Utility Equipment Workplace Skills (3)  
(Replaces UET 112)  
Pre-requisite: None  
Co-requisite: None  
This course prepares students to communicate effectively in the utility equipment industry workplace. Topics include effective communication, working together in teams, managing change, developing a positive image, interviewing skills, and problem solving.

UEQT 1130 - Utility Equipment Occupational Skills (3)  
(Replaces UET 113)  
Pre-requisite: None  
Co-requisite: None  
This course introduces occupational skills in utility equipment repair. Topics include hydraulic schematic interpretation, electrical schematic interpretation, unit lubrication, and hydraulic fluids and oils.

UEQT 1140 - Utility Equipment Aerial Device Service (2)  
(Replaces UET 114)  
Pre-requisite: None  
Co-requisite: None  
This course provides an understanding of the techniques of disassembling, assembling, and reinstalling utility units. Topics include unit tear down and reinstall, parts identification, and manual usage.

UEQT 1150 - Utility Equipment Component Rebuild (2)  
(Replaces UET 115)  
Pre-requisite: None  
Co-requisite: None  
This course provides an understanding of utility equipment component rebuild. Topics include rebuilding of rotation gear boxes, Digger Eskridge gear boxes, Derrick and aerial rotation joints, cylinders, pumps, and control valves.

UEQT 1160 - Utility Equipment Fluid Power Training and Certification (2)  
(Replaces UET 116)  
Pre-requisite: None  
Co-requisite: None  
This course prepares students for utility equipment written and hands-on competency exam. Topics include manual review and symbols, hands-on review and written and hands-on exam.
WELD 1000 - Introduction to Welding Technology (3)
(Replaces WLD 100)
Pre-requisite: Provisional Admission
Co-requisite: None
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WELD 1010 - Oxyfuel Cutting (3)
(Replaces WLD 101)
Pre-requisite: None
Co-requisite: WELD 1000
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WELD 1020 - Oxyacetylene Welding (2)
(Replaces WLD 102)
Pre-requisite: None
Co-requisite: None
Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.

WELD 1030 - Blueprint Reading For Welding Technology (3)
(Replaces WLD 103)
Pre-requisite: None
Co-requisite: 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)
(Replaces WLD 104)
Pre-requisite: None
Co-requisite: 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)
(Replaces WLD 105)
Pre-requisite: None
Co-requisite: WELD 1040
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)
(Replaces WLD 106)
Pre-requisite: None
Co-requisite: WELD 1040, WELD 1050
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 for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WELD 1070 - Overhead Shielded Metal Arc Welding (4)
(Replaces WLD 107)
Pre-requisite: None
Co-requisite: WELD 1060
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)
(Replaces WLD 109)
Pre-requisite: None
Co-requisite: 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 machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions. Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.
WELD 1110 - Gas Tungsten Arc Welding (4)
(Replaces WLD 110)
Pre-requisite: None
Co-requisite: WELD 1000
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 (3)
(Replaces WLD 112)
Pre-requisite: None
Co-requisite: WELD 1040, WELD 1070, WELD 1090, WELD 1100
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. 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)
(Replaces WLD 150)
Pre-requisite: WELD 1000
Co-requisite: 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)
(Replaces WLD 151)
Pre-requisite: WELD 1000
Co-requisite: 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 (3)
(Replaces WLD 152)
Pre-requisite: Program Admission
Co-requisite: 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)
(Replaces WLD 153)
Pre-requisite: WELD 1000
Co-requisite: 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)
(Replaces WLD 154)
Pre-requisite: WELD 1000
Co-requisite: None
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 (3)
(Replaces WLD 156)
Pre-requisite: WELD 1010, WELD 1030, WELD 1040, WELD 1090
Co-requisite: 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.

WELD 1330 - Metal Welding and Cutting Techniques (2)
(Replaces WLD 133)
Pre-requisite: Provisional Admission
Co-requisite: None
This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.
WELD 1500 - Welding and Joining Technology Practicum/Internship (3)
(Replaces WLD 160)
Pre-requisite: None
Co-requisite: None
Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a hands on situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

WELD 2040 - Underwater Welding and Cutting (5)
(Replaces WLD 204)
Pre-requisites: None
Co-requisites: None
The Underwater Welding and Cutting course provides technical knowledge of theory, safe practices, commercial diving techniques and equipment usage for successful underwater welding and cutting.
FACULTY CREDENTIALS

Jenny Ansley, Practical Nursing
B.S.N. Georgia Southwestern State University; A.D.N. Darton College; 11 Years occupational experience; License: Georgia Board of Nursing, Registered Professional Nurse (RN).

Annita Carter Barron, Business Administrative Technology
M.S.A., B.S., Georgia Southwestern State University; 17 years teaching experience; 21 years occupational experience; MOUS Certified in Microsoft Word, Excel, PowerPoint, and Access.

John Kevin Beaver, Motorsports Vehicle Technology
Attended Georgia Southwestern State University, general core courses; 1 year teaching experience; 16 years occupational experience.

Sara Ann Benson, Accounting
M.S.A., B.S., Georgia Southwestern State University; 23 years teaching experience; 20 years occupational experience.

Karen Bloodworth, Marketing Management
M.S., BBA, GA Southwestern State University; AA Middle GA College; 3 years teaching experience; 36 years occupational experience.

Brenda H. Boone, Accounting
B.B.A., Albany State University; 16 years teaching experience, 28 years occupational experience.

Brenda Butler-Gilliam, Welding and Joining Technology
Attended Hobart College of Welding Technology, 11 years teaching experience: 25 years occupational experience: Certifications: AWS Certified Welding Inspector, AWS Certified Welding Educator, API Certified Tank Inspector, P & G Certified Pressure Vessel Inspector, Level Two Ultrasonic Inspector, Certified Pipe Welder, Certified Structural Welder.

Brenda Carpenter, Culinary Arts
Ed.D University of Georgia; M.Ed. University of Georgia; BS, University of Georgia; 24 years teaching and occupational experience; Certification: Education Administration in Leadership.

Jennifer Childs, Practical Nursing
B.S.N., Georgia Southern University; 9 years teaching experience; 8 years occupational experience; License: Georgia Board of Nursing, Registered Professional Nurse (RN).

Charles Christmas, Aviation Maintenance Technology
B. A. Eckerd College; 16 Years occupational experience; License: Airframe & Powerplant (A&P).

Glynn Cobb, Air Conditioning Technology
A.A.S. degree, Georgia Southwestern State University; Diploma, Advanced Air Conditioning Technology, South Georgia Technical College; 3 years teaching experience; 14 years occupational experience; EPA Certification.
Mark Collier, Environmental Horticulture
M.P.A. Georgia College; B.S., University of Georgia; 9 years teaching experience; 16 years occupational experience; GA Certified Landscape Professional

Michael Collins, Electronics Technology
A.A.S Degree, Georgia Southwestern State University; Diploma, South Georgia Technical College; Undergraduate studies, Georgia Southwestern State University; 10 years teaching experience; 13 years occupational experience.

Jaye Cripe, Early Childhood Care and Education
M. Ed., Georgia Southwestern State University; B.S.Ed., University of Georgia; 22 years teaching experience; Certifications(s): Americus Red Cross CPR and First Aid Instruction.

Mary L. Cross, Marketing Management
M.S., Troy State University; B.S. Albany State University; 13 years teaching experience; 6 years occupational experience; Certification(s): Education Certification, Customer Services.

Richard Davis, Heavy Equipment Dealers Service Technology
A.A.S., Georgia Southwestern State University; Diploma, South Georgia Technical College, Undergraduate studies, Valdosta State University; 26 years teaching experience; 12 years occupational experience; Certification(s): ASE Master Truck Technician, Caterpillar General Diesel Engines, Hydraulics, Power Trains, Electrical Systems, Machine Diagnostics I & II, 1.1 & 1.2 Liter Fuel Systems/Adjustments; Cummins PACE, CBT, and INSITE; Kenworth Electrical/Electronic Systems.

Brandon Dean, Automotive Technology
A.A.S., Georgia Southwestern State University; Diploma, South Georgia Technical College; 7 years teaching experience; 6 years occupational experience; IMACA Certified; Ford factory trained.

Phil Deese, Industrial Systems Technology
Attended Georgia Southwestern State University—courses in Automated Manufacturing; attended Macomb College—courses in Fluid Power Technology; attended South Georgia Technical College—courses in AC, DC, and Industrial Systems; 3 years teaching experience; 32 years occupational experience.

Walter Dennard, Barbing
Diploma, Southeastern Beauty and Barbering School; 3 years teaching experience; 16 years occupational experience; Master Barber License.

Mike Enfinger, Industrial Electrical Technology
A.A.S. Georgia Southwestern State University; Diploma, South Georgia Technical College; 11 years teaching experience; 25 years occupational experience; State Heating and Air License; Georgia State Construction Conditioned Air License; ACCA Refrigerant Transition and Recovery Certification, Registered Proctor for the Air Conditioning Contractors of America for the Refrigerant Transition and Recovery Certification; NATE Testing Organization Proctor; Various Rockwell Automation training certificates.

Ted Eschmann, Welding and Joining Technology
Diploma, South Georgia Technical College; 6 Years teaching experience; 9 Years occupational experience.
Paul Farr, General Education and Law  
J.D., Mercer University; B.A., LaGrange College; 3 years teaching experience, 13 years occupational experience.

David Finley, Culinary Arts  
M.S.Ed., University of Georgia; B.S., Texas Tech University, Lubbock, TX; completed U.S. Army Quartermaster School, Ft. Lee, VA; 13 years teaching experience; 20 years occupational experience; Certification: National Restaurant Association Sanitation.

Cathy Freeman, Practical Nursing  
B.S.N., A.D.N. Georgia Southwestern State University; M.S.N. in progress, Valdosta State University; 8 years teaching experience; 36 years occupational experience; License: Georgia Board of Nursing, Registered Professional Nurse (RN)

Vicki O. Gilbert, Medical Assisting  
B.S.N., Georgia Southwestern State University; 3 years teaching experience; 30 years occupational experience; License: Georgia Board of Nursing, Registered Professional Nurse (RN).

Shelly B. Godwin, General Education (English)  
M.Ed., B.A., Georgia Southwestern State University; 7 years teaching experience.

Randall E. Greene, Computer Information Systems  
M.S.A., B.B.A. Georgia Southwestern State University; Certification(s): A+; Network+; MCP; Enterprise Networking Professional, Florida State University; 16 years teaching experience; 17 years occupational experience.

Stephen Griffin, Aviation Maintenance Technology  
A.D., Hinds Community College; 13 years occupational experience; License: Airframe & Powerplant (A&P).

James Halford, Industrial Electrical Technology  
Diploma, South Georgia Technical College; 3 years teaching experience; 10 years occupational experience; State of Georgia Electrical Contractor License, non-restricted; OutReach Certification, Supervisory Management; OSHA 500; OSHA Construction.

Kyle Hartsfield, Heavy Equipment Dealers Service Technology  
A.D., South Georgia Technical College; 2 years teaching experience; 6 years occupational experience.

Victoria Herron, Aviation Maintenance Technology  
Diplomas, South GA Technical College; 1 year teaching experience; 10 years occupational experience; License: Airframe & Powerplant (A&P).

Matthew K. Hunt, Emergency Medical Technology  
B.S.Ed., Valdosta State University; Critical Care Paramedic Program, University of Maryland at Baltimore; Diploma, Valdosta Technical College; Certificate, Moultrie Technical College; 17 years teaching experience; 20 years occupational experience. Certifications: EMT Intermediate, ACLS, CPR, BTLS, PBTLS, American Heart Association First Aid Instructor, Farmedic-Agricultural Rescue.
Andrea C. Ingram, Computer Information Systems
M.S.A., B.S. Georgia Southwestern State University; Certification(s): A+, MCP, MCSE+I, CCNA, CCIA; 13 years teaching experience; 8 years occupational experience.

Teresa Jolly, Business Administrative Technology
M.Ed., B.B.A., Georgia Southwestern University; A.A. South Georgia College; 10 years teaching experience; 12 years occupational experience. MOUS certified in Word (Expert) and Excel (Expert).

Craig Kelly, Diesel Equipment Technology
Diploma, South Georgia Technical College; 2 years teaching experience; 9 years occupational experience.

David Mayo, Electronics Technology
A.A.S., Darton College; Diploma, South Georgia Technical College; 12 years teaching experience; 15 years occupational experience; Certifications: Electronics Technicians Association, Senior Level Certification in Wireless Communications and Fiber Optics Installer Certification; USAF Training Certificates in Communications Test Equipment, Analog Electronics, and Digital Electronics.

Teresa McCook, Criminal Justice Technology
M.P.A., Columbus State University; B.S. Columbus State University; 3 years teaching experience; 14 years occupational experience; Certification(s): P.O.S.T. Basic Law Enforcement, P.O.S.T. Probation Officer, P.O.S.T. Communication Officer; P.O.S.T. General Instructor; GA Department of Corrections Basic Probation Officer Training; Georgia D.A.R.E. Officer; Georgia Resource School Officer; P.O.S.T. Certified Peace Officer; Americus Red Cross First Aid and CPR Instructor.

Dorothea McKenzie, Cosmetology
Diploma, South Georgia Technical College; Master Cosmetologist License; Instructor Trainee Diploma, South Georgia Technical College; 5 years teaching experience; 26 years occupational experience; Certification in Salon Safety, Diseases, and Salon Services.

Kim Miller, General Education (Mathematics)
M.Ed., M.S.A. B.S.Ed., Georgia Southwestern State University; 22 years teaching experience; 8 years occupational experience.

Brett Murray, Law Enforcement Academy
M.P.A., B.S., Columbus State University; 3 years teaching experience; 19 years occupational experience; POST Certified Peace Officer; POST Certified Instructor; Georgia Chiefs Association Command College, FBI National Academy.

Andrea Oates, General Education (Mathematics/Physics)
Ed.D., University of Georgia in progress; M.S., Case Western Reserve University; B.S. Howard University; 10 years teaching experience.

Raven Payne, General Education (English)
M.S., Troy University; B.A., Spelman College; 1 year teaching experience; 3 years occupational experience.

Lisa Penton, Early Childhood Care and Education
M.S.Ed., Columbus State University; B.S., Georgia Southwestern State University; 7 years teaching experience, 9 years occupational experience.
Gil David Pittman, Machine Tool Technology
Diploma, South Georgia Technical College; 10 years teaching experience; 16 years occupational experience.

David Michael Reaves, Aircraft Structural Technology
Diploma, South Georgia Technical College; Diploma, Middle Georgia Technical College; 28 years teaching experience; 2 years occupational experience.

Starlyn Sampson, Auto Collision Repair Technology

Michele Seay, General Education (Psychology)
M.S., Troy State University; B.A. Albany State University; 9 years teaching experience; 3 years occupational experience.

Diana Skipper, Medical Assisting
A.D.N. Georgia Southwestern State University; 12 years teaching experience; 30 years occupational experience. Certification(s): HIV Facilitator; First Aid and CPR; Advance Cardiac Life Support; License: Georgia GBoard of Nursing Registered Professional Nurse (RN).

Sharon Smith, Computer Information Systems
B.S., Georgia Southwestern State University; 10 years teaching experience, 3 years occupational experience.

Katrice Taylor, General Education (English)
M.P.A., B.A., Valdosta State University; 2 years teaching experience; 7 years occupational experience.

Larry Trussell, Business & Industry Services Specialist
28 years teaching experience; 34 years occupational experience. Certification(s): Master Instructor Avionics Instrument Systems; Industrial Quality College; On The Job Trainer (OJT); NSC Defensive Driver Instructor; Graduate, AFNCO Academy; Master Sergeant, Retired, United States Air Force.

Vanessa Wall, Criminal Justice Technology
M.P.A., B.S., Columbus State University; A.S., Middle Georgia College; Georgia Chiefs Association Command College; 8 years teaching experience; 26 years occupational experience; Certification(s): P.O.S.T. Certified Peace Officer; P.O.S.T. Certified Instructor; P.O.S.T. Certified Driver Training Instructor; P.O.S.T. Executive Certification; Certified American Red Cross Instructor, First Aid, CPR, AED.

Lora Wiseman, Drafting Technology
Diploma, South Georgia Technical College; Attended classes, Georgia Southwestern State University; 13 years occupational experience.

Steven Wright, Athletic Director, Business & Industry Services Specialist
M.S.Ed, B.S.Ed Georgia Southwestern State University; 9 years teaching experience; 8 years occupational experience; Certification(s): Customer Service Specialist, Certified Manufacturing Specialist.
Willie Yarbrough, Construction Trades
Diploma, South Georgia Technical College, 24 years teaching experience, 20 years occupational experience. License(s): Associated General Contractors (A.G.C.)

South Georgia Technical College also utilizes part-time adjunct faculty to provide instruction in some of its courses. The individuals that serve in the capacity of adjunct faculty are fully qualified to teach the course(s) assigned to them.
<table>
<thead>
<tr>
<th>FACULTY &amp; STAFF DIRECTORY</th>
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<tbody>
<tr>
<td><strong>PRESIDENT’S OFFICE</strong></td>
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<tr>
<td>Sparky Reeves, President</td>
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<tr>
<td>Tami Blount, Administrative Assistant</td>
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<tr>
<td>Su Ann Bird, Vice President for Institutional Advancement</td>
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<tr>
<td>Valerie Winheim, Marketing Specialist</td>
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<tr>
<td>Terrie Smith, Resource Development Assistant</td>
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<tr>
<td>Steven Wright, Athletic Director/Men’s Head Basketball Coach</td>
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<tr>
<td>James Frey, Women’s Head Basketball Coach</td>
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<tr>
<td>Douglas Byrd, Assistant Men’s Basketball Coach</td>
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<tr>
<td>Chris Ballauer, Assistant Women’s Basketball Coach</td>
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<tr>
<td>Kezia Conyers, Assistant Women’s Basketball Coach/Intramurals</td>
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<tr>
<td>Terri Battle, Athletic/Campus Life Assistant</td>
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<tr>
<td>Wray Skipper, Information Technology Director</td>
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<td>Tom Jones, Technology Specialist</td>
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<td>Gary Prince, Technology Support Specialist</td>
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<tr>
<th><strong>ACADEMIC AFFAIRS</strong></th>
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<tr>
<td>Dr. John Watford, Vice President for Academic Affairs</td>
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<tr>
<td>Teresa O’Bryant, Administrative Assistant</td>
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<tr>
<td>David Kuipers, Assistant Vice President for Academic Affairs</td>
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<tr>
<td>Raymond Holt, Dean for Academic Affairs</td>
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<tr>
<td>Vanessa Wall, Cean of Homeland Security</td>
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<tr>
<td>Sandy Alford, Administrative Assistant</td>
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<tr>
<td>Lemond Hall, Director of Instructional Technology</td>
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<tr>
<td>Jerry Stovall, Director of Library and Media Services</td>
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<tr>
<td>Michelle Sealy, Director of Tech Prep &amp; Secondary Programs</td>
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<td>Vickie Austin, College Connections Specialist</td>
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<tr>
<th><strong>ECONOMIC DEVELOPMENT &amp; ADULT EDUCATION</strong></th>
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<tr>
<td>Wally Summers, Vice President</td>
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<tr>
<td>Tami Blount, Administrative Assistant</td>
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<td>Larry Trussell, Business &amp; Industry Services Specialist</td>
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<td>Steven Wright, Business and Industry Services Specialist</td>
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<tr>
<td>Jan Hobgood, Assistant Vice President for Adult Education</td>
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<td>Kim Fuller, Transition Specialist</td>
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<td>Connie Wise, Chief GED Examiner</td>
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<tr>
<td>Kenia Wills, Adult Literacy Data Entry Specialist</td>
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<td>Lisa Jordan, Adult Literacy Administrative Assistant</td>
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<tr>
<td>Alfred Harris, Business &amp; Industry Services Technician</td>
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<tr>
<th><strong>STUDENT AFFAIRS</strong></th>
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<tbody>
<tr>
<td>Karen Werling, Vice President of Student Affairs</td>
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<tr>
<td>Julie Partain, Registrar</td>
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<tr>
<td>Whitney Crisp, Director of Admissions</td>
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<tr>
<td>Eulish Kinchens, Registrar Assistant</td>
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<tr>
<td>Charlene Williams, Administrative Assistant</td>
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<tr>
<td>DeAndra Robinson, Student Affairs Assistant</td>
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<tr>
<td>Candie Waters, Student Affairs Assistant</td>
</tr>
<tr>
<td>LaKenya Johnson, Special Services Coordinator</td>
</tr>
<tr>
<td>Sammy Stone, Director of Campus Safety &amp; Dorms</td>
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ADMINISTRATIVE SERVICES
Janice W. Davis, Vice President 931-2132
Lea Coe, Director of Accounting 931-2352
Mark Brooks, Director of Administrative Services 931-2318
Gail Clary, Purchasing Technician 931-2318
Tawanna Wright, Administrative Services Administrative Assistant 931-2132
Robin Bell, Accounts Payable 931-2652
Karen Lewis, Payroll/Personnel 931-2633
Gloria Bell, Accounts Receivable 931-2381
Gwen Hall, Accounts Payable 931-2449
Sandy Larson, Human Resources Director 931-2450
Michael Wright, Director of Financial Aid 931-2351
Carrie Wilder, Financial Aid Specialist 931-2755
Amanda Barrett, Financial Aid Specialist 931-2693
Yolanda Tyson, Financial Aid Assistant 931-2319
Sandhya Muljibhai, Workforce Investment Act Coordinator 931-2553
Minnie Williamson, WIA Assistant 931-2172
Phillip Brown, Receiving/Central Supply 931-2856
Paul Fitzgerald, Bookstore Manager 931-2677

AUXILLARY SERVICES
Don Smith, Special Assistant to the President 931-2731
Cynthia Carter, Career Services Director 931-2057
Linda Edge, Administrative Assistant 931-4251

CRISP COUNTY CENTER
Dr. Deborah Jones, Assistant Vice President of Academic Affairs 271-4049
Lynn Langford, Administrative Assistant 271-4044
Kari Bodrey, Admissions Coordinator 271-4051
Penny Pace, Admissions Assistant 271-4053
Kelly Everett, Financial Aid Assistant 271-4043
Angela Wright, Bookstore/Business Office 271-4070
Dianne Trueblood, Media Specialist 271-4071
Jim Posey, Facilities Manager 271-4060
Keith Lewis, Custodian 271-4060
Campus Safety 942-2067

MAINTENANCE & CUSTODIAL
Jeff Wiseman, Facilities Director 931-2572
Michael Atkins, Custodian
Johnathan Clark, Maintenance
Michael Coffman, Custodian
Charles Cooper, Maintenance
Warren Hodges, Jr., Maintenance
Jerry Lane, Maintenance
Willie Mathis, Custodian
Samuel Nelson, Custodian
Bonny Russell, Custodian
Gloria Small, Custodian
William Small, Custodian
FACULTY—AMERICUS CAMPUS

Phone #’s (229) area code

Jenny Ansley, Practical Nursing  931-5731
Annta Carter Barron, Business Administrative Technology  931-2455
Kevin Beaver, Motorsports Vehicle Technology  931-2578
Brenda Boone, Accounting  931-2621
Jennifer Childs, Practical Nursing  931-2447
Charles Christmas, Aviation Maintenance Technology  931-2584
Glyn Cobb, Air Conditioning Technology  931-2598
Mark Collier, Environment Horticulture  931-2651
Mike Collins, Electronics Technology  931-2593
Jaye Cripe, Early Childhood Care & Education  931-2743
Mary Cross, Marketing Management  931-2317
Rick Davis, Heavy Equipment Dealers Service Technology  931-2451
Brandon Dean, Automotive Technology  931-2579
Phil Deese, Industrial Systems Technology  931-2574
Walter Dennard, Barbering  931-2065
Ted Eschmann, Welding and Joining Technology  931-2597
Paul Farr, General Education  931-6968
David Finley, Culinary Arts  931-2558
Shelly Godwin, General Education/English  931-2569
James Halford, Industrial Electrical Technology  931-2591
Kyle Hartsfield, Heavy Equipment Dealers Service Technology  931-2586
Victoria Herron, Aviation Maintenance Technology  931-2583
Andrea Ingram, Computer Information Systems  931-2556
Craig Kelly, Diesel Equipment Technology  931-2587
Teresa McCook, Criminal Justice Technology  931-2808
Dorothea Lusane-McKenzie, Cosmetology  931-2350
Brett Murray, Law Enforcement Academy  931-2756
Andrea Oates, General Education, Mathematics & Physics  931-2705
Raven Payne, General Education, English  931-2568
Gil Pittman, Machine Tool Technology  931-2573
Mike Reaves, Aircraft Structural Technology  931-2585
Starlyn Sampson, Auto Collision Repair Technology  931-2580
Sharon Smith, Computer Info. Sys./YDC Campus  931-5862
Michele Seay, General Education, Psychology/Sociology  931-2636
Diana Skipper, Medical Assisting  931-2953
Vanessa Wall, Criminal Justice Technology/LEA  931-6940
Lora Wiseman, Drafting Technology  931-2561
Willie Yarbrough, Construction/YDC Campus  931-5806

ADULT EDUCATION INSTRUCTORS
Carlene Beckwith, Webster County  828-8785
Lisa Faircloth, LEARNetwork/Cordele Housing Authority  273-1565
Martha Ann Fennessy, Plains Boys/Girls Club  824-5388
Joan Granville, McLain Center  931-2563
Tawnya Hadley, Crisp County Center  271-4059
Connie Hammack, Schley County  937-2025
Mary King, Marion County  649-3639
Chandra Spires, McLain Center  931-2563
Chandra Spires, Stein Center  931-5713
**GED EXAMINERS**
Connie Wise, Chief Examiner  931-4998
Beth Blevins, Alt. Examiner  931-4998
Dianne Trueblood, Alt. Examiner  271-4071

**FACULTY—CORDELE CAMPUS**

Phone #'s (229) area code

Sara Benson, Accounting  271-4065
Karen Bloodworth, Marketing Management  271-4074
Brenda Carpenter, Culinary Arts  271-4086
Mike Enfinger, Industrial Electrical Technology  271-4056
Cathy Freeman, Practical Nursing  271-4069
Vicki Gilbert, Medical Assisting  271-5188
Brenda Gilliam, Welding & Joining Technology  271-4054
Randall Greene, Computer Information Systems  271-4061
Matt Hunt, Emergency Medical Technician  271-5189
Teresa Jolly, Business Administrative Technology  271-4023
Tony Jones, Criminal Justice Technology  271-4055
David Mayo, Electronics Technology  271-4057
Kim Miller, General Education/Math  271-4067
Lisa Penton, Early Childhood Care & Education  271-4064
Katrince Taylor, General Education/English  271-4068