SOUTH GEORGIA TECHNICAL COLLEGE

STUDENT HANDBOOK AND CATALOG

2025-2027

Welcome to

SOUTH GEORGIA TECHNICAL COLLEGE

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

South Georgia Technical College is a nationally recognized two year technical college that has outstanding academics, activities, and athletics. Our students are constantly distinguishing themselves in the classrooms or through participation in student clubs and organizations and on the basketball courts. We want you to become a part of our success!

Our mission is education and workforce development. As one of only two technical colleges in Georgia with on-campus housing, South Georgia Technical College is able to meet the needs of industry partners by expanding educational opportunities and exploring new programs. We currently offer over 200 associate degree, diploma and technical certificate of credit opportunities. We also have an extremely high job placement rate for graduates.

This Handbook/Catalog will provide the information needed for a successful experience at South Georgia Tech. Explore this informational booklet to find the best options for you. Not only does the college offer educational opportunities, but also an abundance of student activities, awards, and recognition programs which provides students with access to the complete college experience.

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

Sincerely,

John Watford

Dr. John Watford
President

SCHOOL CALENDAR

Fall Semester 2025

1st Registration	June 24
Open Registration	August 13
1st Day of Class	August 18
Beginning of C-Term	October 14
Class Ends	December 11
Final Exams	December 12
Holidays	September 1 (Labor Day)
	October 13 (Fall Break)
	November 24-28 (Thanksgiving)
Graduation	December 10
Holiday Break	December 12 - Jan. 5

Spring Semester 2026

1st Registration	September 9
Open Registration	January 6
1st Day of Class	January 19
Beginning of C-Term	March 9
Class Ends	May 1
Final Exams	May 4 - 5
Holidays	January 19 (MLK Holiday)
	March 2-6 (Spring Break)
Graduation	May 7
Summer Break	May 8 - May 22

Summer Semester 2026

1st Registration	March 17
Open Registration	May 26
1st Day of Class	May 27
Class Ends	July 30
Final Exams	July 31
Holidays	June 19 (Juneteenth)
	June 29 - July 3 (Summer Break)

Fall Semester 2026

1st Registration	June 23
Open Registration	August 13
1st Day of Class	August 17
Beginning of C-Term	October 13
Class Ends	December 9
Final Exams	December 10-11
Holidays	September 7 (Labor Day)
	October 12 (Fall Break)
	November 24-28 (Thanksgiving)
Holiday Break	December 12 - Jan. 5

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 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. South Georgia Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of South Georgia Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

State Board of Technical and Adult Education

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Daniel L. Torbert

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)

Subject	Telephone
Academic Affairs	931.2004
Admissions–Americus	931.2273
Admissions–Crisp County Center	271.4053
Adult Education	931.2565
Bookstore–Americus	931.2677
Bookstore–Cordele	271.4070
Business Office	931.2281
Cafeteria (ARAMARK)	928.6359
Campus Tours	931.2273
High School Initiatives/Dual Enrollment	931.5161/2866
Disabilities	931.2595
Economic Development	931.2040
Financial Aid–Americus	931.2755/2693
Financial Aid–Crisp County Center	271.4043
GED Testing	931.4998
HOPE Grant/Scholarship	931.2755
JETS Basketball	931.2719
Lady JETS Basketball	931.2719
Job Placement	931.2057
Library–Americus	931.2562
Library–Cordele	271.4071
Human Resources	931.2454
President's Office	931.2150
Public Relations & Marketing	931.2248
Residence Halls	931.2713
SGTC Foundation	931.2110
Campus Safety–Americus	931.2130/938.2992
Campus Safety–Crisp County Center	942.2067
Student Activities	931.2713
Student Records/Transcripts	931.2252
Student Affairs	931.2760
Testing Services	931.2273
Veterans Affairs	931.2700
WIOA (Workforce Innovation and Opportunity Act)	931.2553/2172

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

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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 18 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 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, and a 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 October of 2010, the Crisp County Center cut the ribbon on a new $5.9 million, 21,000 square foot expansion to the original building. The expansion included: general core classrooms as well as labs and classrooms for the Culinary Arts, Practical Nursing, Medical Assisting, Early Childhood Care and Education, and Emergency Medical Technician programs. 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 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. South Georgia Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of South Georgia Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Aviation Maintenance, Avionics Maintenance, Practical Nursing, Cosmetology, and Barbering have achieved special professional certification

as listed below.

Program	Certification Agency
Aviation Maintenance Technology	Federal Aviation Administration (FAA)
Avionics Maintenance Technology	Federal Communication Commission (FCC)
Barbering	State Board of Barbers
Cosmetology	State Board of Cosmetology
Practical Nursing	State Board of Examiners of Licensed Practical Nurses

Certain criminal offenses will prohibit a student from acquiring a license to become employed in field. For additional information, contact the Career Counselor in Hicks Hall on the main campus.

Affiliations

The South Georgia Tech chapters of SkillsUSA, 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.

Police and 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 and Police 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. 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 the SGTC Police and Campus Safety Office.

In accordance 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.

Security and Annual Fire and Safety Report (AFSFR)

South Georgia Technical College publishes and distributes its Annual Campus Security Report to students and employees through e-mail, and the

campus website. A paper copy can be requested through Campus Safety and Security. This report provides crime statistics for the prior three years, policy statements regarding safety and security measures, campus crime prevention programs, along with policy and procecures to be follwed in the investigation and prosecution of alleged sex offenses.

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. Classes may also be offered on Saturday, based on interest/need. 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 Sumter and Crisp counties for a $160 fee for the entire test or $32 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, more credits may be necessary each 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 1000-2999 (advanced level courses may begin with a 2000 number code).

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.

Greg Dozier, Commissioner
Technical College System of Georgia

Artesius Miller, Chair
Technical College System of Georgia State Board

STATEMENT OF NON-DISCRIMINATION AND COMPLIANCE

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

South Georgia TechnicalCollegeis an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

Title IX–Eulish Kinchens, Odom Center, Room 107, 229.931.2249 (Hearing Impaired) 229.931.2854

Section 504–Jennifer Robinson, Odom Center, Room 200, 229.931.2595, (Hearing Impaired) 229.931.2854

ADA–Jennifer Robinson, Odom Center, Room 200, 931.2595 (Hearing Impaired) 229.931.2854

Sexual Harassment–Eulish Kinchens, Odom Center, Room 107, 229.931.2249 (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 33 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

ADMISSIONS

Anyone desiring an Application for Admission or information concerning programs offered by South Georgia Technical College 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 Technical College 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

1. Complete an online application.
2. Pay a one-time non-refundable application fee of $25.
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 if needed.**
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.
9. Apply for Financial Aid.
10. Report for orientation and registration.

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

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.

- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States.

The Technical College System of Georgia (TCSG) will accept the following:

- Alabama: Issued after August 1, 2000
- Florida: Issued after January 1, 2010 AND have a gold star in the upper right hand corner.
- South Carolina: Issued after November 1, 2008
- Tennessee: Issued after May 29, 2004.
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

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

**Contact the Admissions Office at 229-931-2273 for current acceptagle placement test options and scores.

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 Technical College. 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 required 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 most programs at SGTC. For details, please call the Admissions office for individual program specifics.
- HOMESCHOOLED STUDENTS: Applicants from home schools located

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

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

Applicants who have been homeschooled outside the state of Georgia, who have not attended a recognized accredited program, must adhere to the following alternative path for admission:

- Submit annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the Technical College System of Georgia (TCSG) minimum requirements.

- 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.

Vaccination Policy

South Georgia Technical College does not require vaccination records to be submitted for admitted students.

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 Provisional 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.

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 course-work 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) 931-2705.

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 $25 (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, Compass Exam, Accuplacer, and/or TOEFL (Test of English as a Foreign Language) within the last 60 months. 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

Contact the Admissions Office at 229.931.2273 for information regarding the competitive admissions program.

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, and Joint Enrollment Program.

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, and must complete advisement with his or her high school counselor and a college advisor.

This dual enrollment program allows eligible high school students 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.

Dual enrollment 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. Transportation and other incidental costs will be the responsibility of the student and his or her parent/guardian.

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 8 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. Credit hour: consistent with the definitions in the regulations of the U.S. Department of Education guidance to institutions and accrediting agencies published on October 29, 2010, a credit hour is: "an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

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 the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicals, 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 pay 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.

A	=	90 - 100	=	4 Quality Points
B	=	80 - 89	=	3 Quality Points
C	=	70 - 79	=	2 Quality Points
D	=	60 - 69	=	1 Quality Point
F	=	0 - 59	=	0 Quality Points
I	=	Incomplete		
EX	=	Exempt (Not Computed in Quality Point Average)		
KA	=	Unofficially Withdrawal		
IP	=	In Progress		
TR	=	Transfer Credit (Not Computed in Quality Point Average)		
WF	=	Withdrew Failing = 0 Quality Points (Computed in Quality Point Average)		
WP	=	Withdrew Passing (Not Computed in Quality Point Average)		
W	=	Withdrew Class (Not Computed in Quality Point Average)		
AU	=	Audited		
AC	=	Articulation		

Learning Support courses are graded on an A* through F* scale. 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 term 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 Suspension

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 may 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 grade reports on Banner Web each term.

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.

Academic Grade Appeal Procedure

Students have the right to question any academic grade he/she feels is incorrect. All questions must be directed to the instructor involved. The instructor should provide an adequate explanation and documentation (if applicable) for the grade received. 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 (see our website for the Student Grievance/Complaint form and submit through the website). The complaint will be routed to the appropriate Dean for Academic Affairs. 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.
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 & Withdrawal Policy

The educational programs at SGTC reflect the requirements and standards that are necessary for future successful employment in business and industry. Students are expected to be punctual and attend all classes for which they are registered. For purposes of federal Title IV financial aid, South Georgia Technical College does not require attendance. Any attendance requirements for specific courses will be stated in the course syllabus. The U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Academic activity includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials, in-class academic activity, or computer-assisted instruction, and more. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and/or initiating contact with a faculty member for assistance and/or tutoring. Logging into the online class does not establish student enrollment and academic activity in the course. Students must establish enrollment and course academic activity

each semester before financial aid funds are disbursed. Student attendance and/or academic activity will be monitored for the first ten (10) calendar days of each term. To remain on the class roster, all enrolled students are required to attend at least one class session during the first ten (10) calendar days of each term.

No Show Status

Instructors will monitor academic activity through the first ten (10) calendar days of each academic term. Students who have no academic activity in at least one class session will be reported as a 'No Show' for the course and if applicable, tuition will be adjusted, and financial aid reduced accordingly.

Refunds

To receive a 100% refund, the student must submit a drop form to the Registrar's Office via the online link found on the Registrar's page on the SGTC website by the close of business on the tenth business day of the term.

Students who withdraw from a course after the end of the tenth business day of the term shall receive a grade of 'W' and shall receive no refund of tuition and fees. No drops will be processed after the W period ends, which is two weeks before the end of the semester. In instances where students are administratively dropped from the course(s) because of nonpayment, the student must contact their instructor to request reinstatement. Reinstatement is not guaranteed.

Official Withdrawal

Students who wish to officially withdraw from an individual course(s) but remain enrolled in other courses the student must submit a drop form to the Registrar's Office via the online link found on the Registrar's page on the SGTC website.

Students who would like to officially withdraw from all courses are strongly encouraged to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing. Withdrawing from a course may negatively impact their academic status, financial aid eligibility and account balance. The student's official withdraw date will be the date the student initiates the withdrawal with the College. A student who wishes to withdraw from all courses must submit a drop form to the Registrar's Office via the online link found on the Registrar's page on the SGTC website. No withdrawals will be processed after the W period ends, which is two weeks before the end of the semester.

South Georgia Technical College is required to determine the amount of earned and unearned portions of financial aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or academic activity. Up through the 60% point in each semester, a pro rata schedule is used to determine the amount of funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period.

Unofficial Withdrawal

Students who stop attending class but do not officially withdraw are considered to be unofficially withdrawn. All students who unofficially withdraw before the midpoint of the term will be assigned an unofficial withdrawal date identified as the 50% point of the term. Students with documented academic activity beyond the midpoint of the term may be assigned a later withdrawal date.

Students who disagree with the midpoint calculation and can provide evidence that their academic activity extended past the 50% point, can submit an appeal to the Academic Affairs department. Students have up to the end of the following semester to challenge the return of federal aid due to a reported lack of academic activity. Once the appeal is received, the Academic Affairs will review your appeal within 30 days and notify you on any adjustments made to your account and aid eligibility. The College will adjust its portion of the students 'earned' Title IV based on the College's Return to Title IV Policy.

Students who stop attending class, but do not formally withdraw, may receive a grade of 'F' and could face financial aid and/or Satisfactory Academic Progress repercussions in the upcoming semesters. Unless otherwise specified in a program/course of attendance procedure as required by the program accreditation/licensing agency, students will not be withdrawn by an instructor for attendance.

Last Day of Academically Related Academic Activity Guidelines

The last date of academically related academic activity (LDA) is to appropriately assess the academic standards and financial eligibility for students. The LDA will be documented by the instructor/faculty. An academically related activity is demonstrated through active academic activity (simply logging into an online class is not considered active academic activity). Academically related activities include, but are not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- submitting a current academic assignment
- completing an exam, an interactive tutorial, or computer-assisted instruction
- participating in an online discussion within a course
- Initiating contact with a faculty member to ask questions or receive assistance about the academic subject studied in the course.

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/Prior Learning Assessment

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

Credit may be awarded when training experience corresponds closely with courses offered at South Georgia Technical College. The Registrar and Vice President 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. Students seeking to use veterans benefits (all chapters) must provide all transcripts from previous institutions. 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 Curriculum Committee, 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

South Georgia Technical College has retained Parchment Transcript Services to accept transcript orders online. Current and former students can begin their transcript order by following this link: https://www.parchment.com/u/registration/6346540/institution. A $10 fee will be charged for each copy. Additional fees may apply depending on sending method.

PLEASE NOTE: South Georgia Technical College does not accept transcript orders via fax or email. In person requests will be required to complete the online transcript process.

To access an unofficial transcript:

1. Login to BannerWeb.
2. Click on Student Services & Finanial Aid.
3. Click on Student Records.
4. Select View Unofficial Academic Transcript.
5. Click Submit.

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

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**
- **Major and field(s) of study**
- **Dates of attendance**
- **Enrollment status** (i.e., full or part-time, undergraduate, graduate)
- **Participation in official sports and activities**
- **Height and weight of athletic team members**

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 (semester 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.

Open Records Request

The State of Georgia's Open Records Act Officer is the President of South Georgia Technical College. All Open Records requests must be sent to him: Dr. John Watford, South Georgia Technical College, 900 South GA Tech Parkway, Americus, GA, 31709 or jwatford@southgatech.edu.

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:	$107 per credit hour, up to a maximum of 15 credit hours plus fees (except for specified certificates listed below).
Law Enforcement Academy Tuition:	$237 per credit hour plus fees
Commercial Truck Driving Certificate Program Tuition:	$139 per credit hour plus fees
Fuel Surcharge Fee:	$225 per student per term (Applies to Commercial Truck Driving Students only.)
Drug Testing Fee:	$85 per student per term (Applies to Commercial Truck Driving Students)*
Instructional Fee:	$60 per student per term
Activity Fee:	$55 per student per term
Accident Insurance Fee:	$6 per student per term
Registration Fee:	$75 per student per term
Technology Fee:	$110 per student per term
Athletic Fee:	$35 per student per term
Campus Safety Fee:	$50 per student per term

***Subject to change with new vendor.**

ROOM AND BOARD FEE (If applicable): The cost of a semi-private dorm room is $3,000 per bed per term for James Hall and Martin Hall. This includes meals at the SGTC cafeteria. Private room is $4,300.**

****Sumter Rate is $1500 - Summer 2023.**

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, campus safety fee, and cafeteria fees. The tuition for out-of-state students is twice the tuition rate ($214) per credit hour paid by legal Georgia residents. International students pay four times the tuition ($428) 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 $25 application fee. Former SGTC students are not required to pay a second application fee.

Graduation Fee

The graduation fee is non-refundable, and is $40.

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 term's classes have begun.

Transcript Fee

A transcript fee of $10 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 required consumable books and workbooks 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.

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 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.

Tuition and Fees

Students withdrawing from a course before the end of the third instructional day of the term 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 is prominently posted in the college bookstores.

Room and Board

Room and board charges for students who need to cancel their housing agreement early for the following reasons: Academic (withdrawal from school/active military), Medical (significant change in medical situation), Financial (significant chands in financial circumstances), will be able to leave housing at a pro-rated amount and not forfeit the deposit. Students who need to leave for these reasons must get cancellation approval from Housing to get a prorated refund, otherwise, no refund of the student's housing deposit or housing fees will be refunded. Refunds 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.

Refund Policies for Students Receiving Federal Title IV Financial Aid (R2T4)

Title IV funds (Pell, SEOG) are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. Students are responsible for withdrawing themselves from classes. Following the policy that is set by the Technical College System of Georgia, withdrawals that occur after day ten of the semester receive no refund. No charges are reduced for withdrawals that occur beginning day eleven of the semester.

A student's withdrawal date is:

- the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or
- the student's last date of attendance at a documented academically-related activity or the midpoint of the period (whichever is later)

The percentage of Title IV aid earned shall be calculated as follows:

- Number of days completed by student divided by the total number of days in term*
- The percent of term completed shall be the percentage of Title IV aid earned by the student.

- Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.
- *The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.

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 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 studentaid.gov to creat a FSA ID and to apply for the Federal Pell grant.
- www.fafsa.ed.gov to apply for the Federal Pell grant
- To view Financial Aid online:
  - Go to www.southgatech.edu and click the link for "Banner Web"
  - Enter username and password
  - 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 semester 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 of26 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 in or after May 1. 2016.

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, Zell Miller 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.

ZELL MILLER GRANT

Award Amounts

The Zell Miller HOPE Grant will cover $100 per semester hour for eligible students,$132 per semester credit hour for Commercial Truck Driving, and $230 per semester credit hour for Basic Law Enforcement.

Eligibility

In addition to meeting all HOPE Grant requirements, student must have a minimum of 3.5 cumulative GPA in postsecondary classes. There is no high school GPA requirement. Students who earn a 3.5 or better at the end of their first semester will be eligible for the Zell Miller Grant their second semester. Students must maintain a minimum 3.5 GPA at the end of each subsequent semester to continue to qualify.

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 Scholarship 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, Zell Miller Grant, 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 Georgia Student Finance Commission approved, designated program of study who are eligible for, and receiving, HOPE Grant funding, may also be eligible for funding from the Hope Career Grant.

A student's Hope Career Grant award is a fixed amount per term based upon the student's program of study and number of hours of enrollment:

Program of Study	Enrolled Hours	Award Amount
Air Conditioning Technology	9 or more	$500
Aircraft Structural Technology	9 or more	$500
Auto Collision Repair	9 or more	$500
Automotive Chassis/Climate Control	9 or more	$500
Automotive Technology	9 or more	$500
Aviation Maintenance Technology	9 or more	$500
Avionics Maintenance Technology	9 or more	$500
Basic Law Enforcement	9 or more	$3750
Business Technology	9 or more	$500
Commercial Truck Driving	9 or more	$1100
Computer Support Specialist	9 or more	$500
Criminal Justice Technology	9 or more	$500
Diesel Equipment Technology	9 or more	$500
Drafting Technology	9 or more	$500
Early Childhood Care/Education	9 or more	$500
Electrical Construction Technology	9 or more	$500

Program of Study	Enrolled Hours	Award Amount
Electrical Systems Technology	9 or more	$500
Electrical Lineworker	9 or more	$500
Electronics Technology	9 or more	$500
Emergency Medical Technician	9 or more	$500
Health Care Assistant	9 or more	$500
Industrial Systems Technology	9 or more	$500
Precision Maching & Manufacturing	9 or more	$500
Medical Assisting	9 or more	$500
Motorsports Vehicle Technology	9 or more	$500
Networking Specialist	9 or more	$500
Nurse Aide	9 or more	$500
Phlebotomy Technician	9 or more	$500
Practical Nursing	9 or more	$500
Robotic Technician	9 or more	$500
Unmanned Areial Systems Tech	9 or more	$500
Welding and Joining Technology	9 or more	$500

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, Zell Miller 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 semester.

SAL Loans

South Georgia Technical College participates in the Student Access Loan (SAL) program administered by the Georgia Student Finance Commission (GSFC). Details can be found on the GSFC's website at www.gacollege411.org.

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 and fees. 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. **Note: NelNet can only be setup for tuition and fees, not room and board.**

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-$40 fee per term and no interest charges.

Unofficial Withdrawals

A student who earns all Fs in a given term or a combination of Fs and Ws (meaning the student withdrew from a class) may be considered an "unofficial withdrawal". Unofficial withdrawals are those who simply cease attending class(es). Faculty must enter a last date of attendance for students who earn a grade of "F" for the class. Once grades are submitted and faculty rosters are verified at the end of the term, unofficial withdrawals (those who earned the F due to ceasing attendance) may be required to return funds to South Georgia Technical College and/or the U. S. Department of Education. Students who truly earned Fs that were not due to ceasing attendance are not considered to have withdrawn; therefore, those students' aid is not recalculated for the class(es) in question.

STUDENT RESPONSIBILITIES

Satisfactory Academic Progress Policy

Students who wish to receive financial aid from South Georgia Technical College must be making satisfactory academic progress, as outlined below.

Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Progress will be reviewed no less than once each term. Records are reviewed after grades are posted at the end of each semester.

GPA Requirements

In order to receive financial aid, students must maintain a minimum cumulative grade point average (GPA) of 2.0.

All periods of enrollment at SGTC are included when calculating GPA for SAP purposes, even terms in which the student did not receive financial aid. Grades for all attempts of repeated courses are included in the GPA. Grades for Learning Support courses are not included in the GPA calculation for financial aid purposes. Incomplete grades, transfer credit, exemption exam credit, credit for previous experience, grades for audited courses, and articulated credit are NOT included in the financial aid GPA. Grades included in the GPA calculation for SAP purposes are: A, B, C, D, F, WF. WF is counted as an F. Grades that are NOT included are: I, W, WP. The financial aid GPA for SAP purposes is calculated in Banner after final grades have been posted by the Registrar at the end of each term.

Pace of Progression (Completion Rate)

In order to receive financial aid, students must successfully complete 66.6% of all credit hours attempted at SGTC to maintain satisfactory progress.

The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. This calculation is performed in Banner by the Financial Aid Office after final grades are posted by the Registrar at the end of each term.

All periods of enrollment at SGTC are included when calculating completion rate, even terms in which the student did not receive financial aid. All attempts of repeated courses are included in the completion rate calculation. Credit hours for which a student earns a grade of “I”, “IP”, “W”, “WP”, and “WF”, as well as all Learning Support credit hours are counted as hours attempted for SAP purposes. Incomplete grades, withdrawals, and failures are considered unsuccessful completions. Transfers of credit from other institutions are counted as credit hours attempted and earned in the calculation of completion rate. Exemption exam credit, credit for previous experience, grades for audited courses, and articulated credit are NOT included in the completion rate calculation. Grades which are considered successful completions for financial aid SAP purposes are: A, B, C, TR. Grades which are considered unsuccessful completions for financial aid SAP purposes are: D, F, W, WP, WF, I, IP, F*, W*, WF*, I*, IP*. Grades of EX, AU,

and AC are not included in the calculation of completion rate.

Maximum Time Frame for Federal Pell Grant and Title IV Aid Programs

The purpose of the Federal Title IV financial aid programs is to assist students in meeting their educational expenses while they progress toward timely completion of their educational objectives. For that reason, federal regulations require that students must complete their educational objective within a maximum time frame of one and one-half times the length of the program in which they are enrolled. Program length is measured in credit hours and is determined by the number of credit hours required for completion of the program. For example, students enrolled in a diploma program that requires 90 credit hours to complete will be allowed no more than 135 attempted hours. Students in programs requiring 126 credit hours will be allowed no more than 189 attempted hours, etc. If it is determined that a student cannot mathematically complete his/her program of study within 150% of the program's length, then he/she will become ineligible for federal financial aid. Students who consistently meet the 66.6% completion rate requirement should also meet this requirement. Students who fail to meet the 66.6% completion rate requirement at any time risk exceeding the maximum time frame before completing their program.

All periods of enrollment are included when calculating maximum time frame, even terms in which the student did not receive financial aid. All attempts of repeated courses are included. Credit hours for which a student receives an Incomplete grade (I, I*, IP, IP*) are considered attempted hours. Transfer credit hours (TR) which are counted toward a student's program of study are included in this calculation. Exemption exam credit (EX) and credit for previous work or life experience that is counted toward a student's program of study is also included in this calculation.

Once a student is found to have exceeded the maximum time frame allowed, he or she will be ineligible for all types of Title IV federal financial aid. HOPE eligible students who become ineligible for Title IV financial aid may still receive HOPE Grant and/or Scholarship until they reach the Paid or Attempted Hour Limits for the HOPE Programs, outlined below.

If a student graduates or withdraws from one program and re-enrolls in another program, the maximum time frame will be reset. However, all previous credit hours attempted that count toward the new program will be included in the new time frame calculation. (For example, if a student graduates from the Accounting diploma program, and re-enrolls in the Accounting degree program, all previously taken Accounting courses that are counted toward both programs will be counted in the time frame calculation for the new program.)

Financial Aid Warning

Students who fail to maintain either a 2.0 cumulative GPA or 66.6% cumulative completion rate will be placed on financial aid warning. Students on financial aid warning will continue to be eligible to receive financial aid for one term only. Students on financial aid warning must meet all SAP requirements by the end of their warning period in order to receive financial

aid in subsequent terms. Students placed on financial aid warning who fail to raise their cumulative GPA to a 2.0 or higher and their completion rate to 66.6% or higher by the end of their next term of enrollment will be placed on financial aid suspension and will be ineligible for all forms of financial aid.

Financial Aid Suspension

Students who fail to meet one or more SAP requirements for at least two consecutive terms of enrollment are placed on financial aid suspension and are not eligible for any form of financial aid. Students have the right to appeal a financial aid suspension if there are extenuating circumstances that have prevented them from meeting the SAP requirements.

Financial Aid Probation

Students who have failed to make SAP and have been placed on suspension may appeal the suspension if they believe they had extenuating circumstances that prevented them from meeting the SAP requirements. Students whose appeals are approved are placed on financial aid probation and are eligible to receive financial aid for one term only. In order to receive financial aid after the probation period, a student must meet all SAP requirements or meet all requirements of an Academic Plan that has been established for him/ her by the Financial Aid Appeals Committee. Failure to meet SAP requirements or the requirements of an Academic Plan after one term on probation will result in the student being placed on financial aid suspension and losing eligibility for all forms of financial aid.

Reinstatement of Aid

A student who has been placed on financial aid suspension due to unsatisfactory progress will regain eligibility for financial aid when he/she has met the minimum cumulative requirements for Satisfactory Academic Progress.

Notification of SAP Status

All students who fail to meet SAP requirements will be notified of their SAP status at the end of the term in which they failed to make SAP. SAP is evaluated each term after final grades have been posted by the Registrar. Students who appeal a financial aid suspension will be notified as soon as a decision is reached by the Financial Aid Appeals Committee regarding their status.

Appeals

Students have the right to appeal a finding that they are not making satisfactory progress if there are extenuating circumstances that have prevented them from meeting one or more of the SAP requirements, including GPA, completion rate, and maximum time frame. Appeals must be signed by the student and must be submitted in writing to the Financial Aid Office within two business days of the beginning of the term following the term in which the student failed to make satisfactory academic progress.

The SAP Appeals Committee will review all appeals and their decision is

FINAL. The Financial Aid Director will determine if appeals submitted after the deadline will be considered for the current term or held for the next term.

Appeals will be considered for extenuating circumstances only, which may include, but are not limited to, the death of a family member, an injury or illness of the student or their immediate family member, or other special circumstances that are generally outside of the control of the student. The appeal MUST include information explaining why the student failed to make SAP and what has changed in the student's situation that will allow him/her to make SAP within the next term of enrollment. All appeals should also include documentation of the extenuating circumstances that led to the student's suspension. Acceptable documentation may include, but is not limited to the following: medical records, birth or death certificates, obituaries, letters on official letterhead from third party sources not related to the student with signatures, etc. The Financial Aid Director may reject and refuse to consider any appeals submitted without sufficient documentation.

If the SAP Appeals Committee approves a student's appeal and determines that the student should be able to meet SAP requirements by the end of the next term, they may place the student on financial aid probation and reinstate the student's financial aid for one term only. If the director determines that it is not possible for the student to meet SAP by the end of the next term, and the director approves the student's appeal, the director will develop an Academic Plan for the student, that if followed, will ensure that the student is able to meet SAP requirements by a specific point in time, as determined by the director. The student will be placed on financial aid probation and have his/her aid reinstated for one term only. The Financial Aid Director may require a student on probation to fulfill any terms and conditions they choose, including but not limited to, taking a reduced course load, enrolling in specific courses, taking classes in a specific format, etc. The Director may also deny an appeal, require that a student pay for classes and re-appeal after successful completion of one term, or make any other decision regarding an appeal that they feel is appropriate. The director may limit the number of times a student is allowed to appeal or set limits on how often a student may appeal. All appeals will be considered on a case by case basis. A student paying for his/her own tuition and fees or sitting out for one or more terms does not automatically reinstate the student's financial aid eligibility.

Academic Plans

Students who successfully appeal a financial aid suspension and are placed on probation may be required to follow an Academic Plan as determined by the Financial Aid Director in order to continue receiving financial aid. Students on an Academic Plan are required to meet all requirements of the Plan each term. The fulfillment of these requirements will be evaluated at the end of each term. Failure to meet all requirements of the Academic Plan will result in the student being placed on financial aid suspension.

Academic Plans will be developed for each student on an individual

basis, but at a minimum will include the requirement that the student successfully complete all attempted courses with a grade of C or better. Other components of an Academic Plan may include any combination of the following, but are not limited to, a requirement to meet with the student's academic advisor and/or a member of Student Affairs Retention staff each term, a requirement not to take online classes, to enroll only part-time, to repeat a specific course, to take a particular course, to participate in a specific workshop on campus, or any other activity or requirement that the director believes will enable the student to meet SAP requirements by a specific point in time and ultimately enable the student to successfully complete his/her program of study in a timely manner. A student on probation and required to follow an Academic Plan who changes his/her program of study may have the Academic Plan revoked and be placed back on suspension until he/she re-submits an appeal explaining how he/she will make SAP in the next term of enrollment with the new program of study. The Financial Aid Office will verify that all requirements of the Academic Plan have been met prior to posting aid for the next 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 33	Post–9/11 GI Bill®
Chapter 35	Survivors' and Dependents' Educational Assistance Program
Chapter 1606	Montgomery GI Bill® — Selective Service

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 Registrar, Room 109, in the Odom Center.

South Georgia Technical College will permit any covered individual (any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.

2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

South Georgia Technical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

GI Bill(r) is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at: http://www.benefits.va.gov/gibill.

Adult Education Services

South Georgia Tech is the fiscal agent for the Adult Education Program serving SDA 15 which includes seven counties: Sumter, Webster, Macon, Marion, Crisp, Schley and Taylor. Classes are offered days and nights in Sumter, Webster, Marion, Macon, Crisp, Schley, and Taylor 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 Opportunity Act (WIOA)

WIOA 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 WIOA is to train qualified students to become employed and self-sufficient. To qualify for the WIOA 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 contact the WIOA 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).

GENERAL STUDENT INFORMATION

Medical, Mental, 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.

Uwill

South Georgia Technical College has partnered with Uwill, the leading student mental health and wellness solution, to offer students free

immediate access to teletherapy, a direct crisis connection, and wellness programming through its easy to use online platform. Book an appointment in minutes at app.uwill.com using your school email. Students receive free immediate access to teletherapy through Uwill. It's private, secure and confidential. Choose a therapist based on your preferences including *availability, issue, gender, language, and ethnicity. Choose a time that fits your schedule with day, night, and weekend availability*

Online: app.uwill.com using school email

Call: (833.646.1526

If you are experiencing a medical emergency, call 911.

Students also have free access to on-demand wellness programming through Uwill's easy to use online platform. Select wellness from the left navigation and relax and recharge your mind and body with a wide range of wellness such as yoga, meditation, mindfulness and more! If you need any assistance, you can refer to the Uwill FAQ, Student User Guide or reach of directly to Uwill at support@uwill.com.

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 or Police Officer at (229) 938.2992 in Americus. At the Crisp County Center call (229) 815.2803 (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 by telephone – (229) 938.2992 in Americus or (229) 816-2803 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 229-815-2803 in Cordele for assistance in caring for a student.

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 made available to all students onlie at: https://southgatech.123orientation.com/

Students should complete orientation before or within 10 days of the start of the semester.

Identification Cards

Student IDs are made throughout the school year for housing students and special programs like Nursing, Cosmetology, etc. Students who want access to Hicks Hall Fitness Center and came room can also request a SGTC ID 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 $10.

Residential Identification Cards

Residential students will be charged a fee for deactivated, damaged, or lost ID cards. If a residential student's ID card is deactivated, damaged, or lost, there is a charge of $10 to replace the ID card and the access card.

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 Assistant Vice President of Student Affairs. A student must be in good standing to participate in any of these activities.

Voter Registration

The 1998 Higher Education Act requires all post-secondary institutions to make a good faith effort to distribute voter egistration forms to each degree, diploma, or certificate-seeking student who attends classes on campus and to make such forms widely available to students. Students may also obtain voter registration forms from the Student Affairs Office.

Students Right to Know

The Student-Right-To-Know and Campus Security Act of 1990 requires all colleges and universities participating in the Federal Student Aid Program to disclose basic institution information, graduation rates, and information on students receiving athletically related student aid, campus security policies and crime statistics. This information is sent by email.

Consumer Information Disclosures

The Higher Education Opportunity Act of 2008 requires that colleges make available to current and prospective students essential information concerning each institution's academic programs, retention rates, graduation rates, crime reports, financial aid procedures, and more to better inform higher education consumers. The Higher Education Act protects the consumer's right to know important facts about each institution's student services, student success metrics, campus safety and secuirty, the cost to attend, and other information needed to make fully informed choices when selecting colleges and universities. For additional information about South Georgia Technical College and a comparison to other institutions of higher education, please see the College Navigator website maintained by the U.S. Department Education.

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., and Friday from 8:00 a.m. to 12 noon. 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 12:00 noon

Student Mail

Residential students receiving mail or packages should have them sent to SGTC in the following manner:

Student's Name
South Georgia Technical College
900 South Georgia Tech Parkway
Americus, GA 31709-8167

Letters brought to the Business Office Room 120 in the Odom Center will go out with the college's daily mail.

To View Grades Online

South Georgia Technical College has initated Single Sign On for Students via "Banner Web" on the South Georgia Technical College Website.

- Students will now log in to all SGTC accounts (email, BannerWeb, Blackboard) with the same login information.
- Students will use email login info (the part that comes before the @ in student email address: example: ksmith@student.southgatech.edu; login will be ksmith) and the password.
- In order to log in successfully, students need to have logged into SGTC student email account at least once before.
- If students have not logged into Banner Web, they will be prompted to enter student ID and pin (birthday mmddyy).
- After entering this information and clicking "sign in" students should be able to acccess accounts.

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 A22 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 SGTC Foundation also provides academic scholarships to qualified students. The Vice President of Institutional Advancement Office, which serves as the liason for the Foundation, is located in room 106 of the Odom Center. Please call 229.931.2248 for more information.

CAMPUS HOUSING

Residential Housing

Campus housing (Martin Hall and James Hall) is available on the Americus campus. Requests for housing should be made in the appropriate section of the Residential Housing Application. There is a $150 non-refundable application fee required at the time of application. There is also a $50 housing maintenance fee assessed each semester. Students may contact the Student Affairs Office, located in the Odom Center, for more information. All housing facilities provide wireless internet access, and laundry facilities for student use.

Residential Hall Closure Housing Request

Residential halls are closed between terms. If a residential student needs to remain in their room between terms, they must complete a special form which can be obtained from and subject to approval by the Vice President of Student Affairs. There is a nightly charge of $20, and no meals are 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 subject to change.

Monday through Friday (All you care to eat)

Breakfast:	7:30 a.m. to 8:30 a.m.	$8.15
Lunch:	11:30 a.m. to 1:30 p.m.	$9.45
Dinner:	*Monday through Thursday*	
	5:30 p.m. to 7:00 p.m.	$9.45
	Friday	
	5:30 p.m. to 6:30 p.m.	

Saturday and Sunday

Brunch:	11 a.m. to 12 noon	$9.45
Dinner:	4:30 p.m. to 5:30 p.m.	$9.45

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

Residential Students

Residential students' meals are included in their room and board fees. All SGTC residential 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. The 10 meal ticket may be purchased from the Business Office, Odom Center at a discounted rate.

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.

Missing Student Notification Policy

Suspected missing residential students should be promptly reported to the SGTC Campus Safety Office or including not limited to Vice-Presidents, Deans, Residence Hall staff (such as Resident Assistants or Hall Monitors), athletic coaches, and advisors to student organizations. The CSA will promptly notify the local authorities and Campus Safety of the possible missing student. A student is determined to be missing when the Campus Safety has verified that reported information is credible and circumstances warrant declaring the person is missing. Contact will then be made to the missing person's contact as well as with local law enforcement within 24 hours of the determination that the student is missing by the Director of Campus Safety or his designee.

Students residing in on-campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by South Georgia Technical College no later than 24 hours after the time the student is determined to be missing by the officials authorized to make that determination, specifically the Director of Campus Safety. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. The Campus Safety Office advises students that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and local law enforcement and that it may not be disclosed outside of a missing person investigation. In addition to notifying a designated contact person, students that are under 18 years of age and not emancipated, SGTC must notify the custodial parent or guardian within 24 hours of the determination that the student is missing.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the Annual Security and Fire Safety Report that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. All students attempting to register for on[1] campus housing will also be notified of this policy at the time of completing on-campus housing-related documents. All information submitted online during the housing registration process will remain on file and be considered

accurate until the student voluntarily provides different information. Students have the opportunity to submit revised missing person contact information at any time by notifying the Campus Safety Office. Email sent tocalvin.hodge@southgatech.edu is the preferred method of submission and must include the following: student's full legal name, SGTC's 9000 Identification number, Room number, the student's cell phone number (or best contact phone number), the name and relationship of the person(s) whom the student desires to be contacted, a home and cell phone number for that person(s), and a home address for that person(s). For persons under 18 years of age and not emancipated, a legal parent or guardian will also be notified within 24 hours of the determination that the student is missing.

STUDENT ACTIVITIES & ORGANIZATIONS

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. More information can be found by clicking the "Equity in Athletics" link on the Athletics section of South Georgia Technical College's website: www.southgatech.edu/athletics.

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.

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 he 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 its over 20 year history, including conference championship games, conference championships, National All-American athletes, National Tournament appearances and an Elite 8 appearance 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 tenure of the program, the Lady JETS have experienced an enormous amount of success. That success includesconference championship games, conference championship, National All-American athletes, conference Players of the Year, and seven National Tournament appearance, a number one ranking and two Elite 8 finishes in the national tournament. 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).

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, corn hole, bocce, and esports, etc. For more information, contact the Assistant Vice President of Student Affairs by calling 229.931.2713.

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.

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.

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

Student Government Association

The Student Governmet Association (SGA) 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.

SGAarranges 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.

South Georgia Tech 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 Vice President of Institutional Advancement Office. Address all inquiries to:

Institutional Advancement–Alumni Affairs
South Georgia Technical College
900 South GA Tech Parkway
Americus, Georgia 31709-8167
229.931.2248

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 seven-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.
- Providing distributing, selling, or facilitating the use or possession of alcoholic beverages except as permitted by law and College policy.
- Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
- Use of possession of narcotic or other controlled substances except as permitted by law and College policy.
- Providing, distributing, selling, or facilitating the use or possession of narcotic or other controlled substances except as permitted by law and policy.
- Possession of fireworks or any type of explosives.
- Possession of firearms or any other devices considered weapons by school officials as set forth in Georgia law.
- Malicious damage or destruction of property belonging to the College or to a member of, or visitor to, the College.
- Possession, use, or charging of hoverboards, Swagways, or similar devices.

Due to State Fire Marshall procedures for state buildings, the State Board of the Technical College System of Georgia and SGTC have developed a NO SMOKING/VAPING 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.

Hazing

Hazing is defined as any intentional, knowing, negligent, or reckless action, activity or situation committed by a person against a student (regardless of that student's willingness to participate), that (1) is connected with an initiation into, an affiliation with, or the maintenance of membership in an official or unofficial college organization or group (e.g., a club, athletic team, fraternity or sorority); and (2) causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the IHE or the organization, of physical injury, mental harm, or degradation. Such actions and situations include, but are not limited to, the following:

A. Forcing or requiring the drinking of alcohol or any other substance.
B. Forcing or requiring the consumption of food or any other substance.
C. Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
D. Treeing
E. Paddle swats
F. Line-ups
G. Theft of any property
H. Road trips
I. Scavenger hunts
J. Causing fewer than six (6) continuous hours of sleep per night
K. Conducting activities which do not allow adequate time for study
L. Nudity at any time
M. Running personal errands for the members (driving them to class, cleaning their individual rooms, serving meals, etc.)
N. Forcing or requiring the violation of College, Federal, State, or local law.
O. Any Physical Contact

Participating in, condoning, encouraging, requiring, or allowing any opportunity for hazing is prohibited and constitute a violation of the Student

Code of Conduct.

Hazing Public Disclosures:

Policies and Law

Hazing is a serious public health problem that causes physical and mental harm to students. Hazing in any form is prohibited at South Georgia Technical College. SGTC is committed to providing a safe learning environment that supports the dignity of all college community members. Hazing is a violation of state law and is strictly prohibited by SGTC both on and off campus. Violation of this policy may result in both disciplinary action and criminal charges. The following information is provided in compliance with the

"Max Gruver Act:"

State Law

O.C.G.A. 16-5-61 (2021) The "Max Gruver Act"

(a) As used in this Code section, the term:

(1) "Haze" or "hazing" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.

(2) "School" means any unit of the University System of Georgia, any unit of the Technical College System of Georgia, or any private postsecondary school, college, or university in this state.

(3) "School organization" means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together which has students or alumni as its principal members, including local affiliate organizations.

(4) "Student" means any person enrolled or prospectively enrolled in a school in this state. (b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Disorderly Conduct

South Georgia Technical College students are expected to show respect and civility for each other and to adhere to community standards.

The following actions are prohibited and constitute a violation of the Student Code of Conduct:

1. Intentional or reckless disruption or obstruction of teaching; research; administration; or other College activities, including its public service functions on or off campus or other authorized non-College activities taking place on College property with the exception of constitutionally protected freedom of speech and expression.

2. Conduct that intentionally or recklessly causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.

3. Conduct that threatens or endangers the health or safety of another person, including but not limited to physical violence, abuse, intimidation, and/or coercion; or violation of a legal protective order.

4. Failure to comply with directions of any College official, including student staff members, acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

5. Participation in a campus demonstration that violates the College's Policy on Freedom of Expression, intentionally or recklessly disrupts the normal operations of the College or infringes on the rights of other members of the College community.

6. Intentional or reckless obstruction, which unreasonably interferes with the freedom of movement of an individual or group.

7. Entering an athletic contest, dance, social or other event without the proper credentials for admission (ticket, identification, or invitation).

8. Circulation of any advertising media that violates the College's Policy on Freedom of Expression, intentionally or recklessly disrupts the normal operations of the College or infringes on the rights of other members of the College community.

9. Any unauthorized use of electronic devices to make an audio or video recording of any person while on College premises without their prior knowledge or without his/her effective consent when such a recording is likely to cause injury or distress is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, restroom, residence hall room, or other locations.

10. The use, possession, or storage of the following or similar devices is prohibited on ALL SGTC property and in ALL SGTC facilities: Hover boards, Segways, Swagways, IO Hawks, Skywalkers, and other similar personal mobility devices (PMD's).

11. Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law.

12. Violation of local, state and federal law, on or off campus, is prohibited. Violations will be adjudicated through the College student conduct system at the discretion of the Vice President of Student Affairs or their designee.

Complicity

South Georgia Technical College student organizations are expected to behave collectively and individually in ways that uphold the mission of the College.

A. Acting in concert to violate College conduct regulations.

B. Knowingly condoning, encouraging, or requiring behavior that violates College conduct regulations.

C. Allowing, condoning, permitting or providing opportunity for a guest

to violate College conduct regulations.

Sexual Harassment and Misconduct

PURPOSE:

A. It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges are provided access to a safe educational environment free from any discrimination on the basis of sex. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct ("prohibited conduct"). Sexual misconduct includes but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.
B. All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campus also shall not engage in prohibited conduct, and may be barred from campus.
C. Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.
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 strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. SGTC will not tolerate retaliation for having filed a good faith complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal or expulsion.
F. Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

RELATED AUTHORITY:

Violence Against Women Reauthorization Act of 2013
Campus Sexual Violence Elimination Act (Campus SaVE)
Title IX of the Educational Amendments of 1972
Titles VI and VII of the Civil Rights Act of 1964

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 Student Affairs (VPSA) 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 incidents of sex discrimination, and sexual misconduct against themselves or others to the SGTC Title IX Coordinator. The Title IX regulations define "sexual harassment" to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid prop quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking.

1. To utilize the procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations
2. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and to the Title IX Coordinator.
3. All allegations of sex discrimination and sexual misconduct at SGTC must be reported to the Title IX Coordinator regardless of whether the allegations involves students or employees. All students, faculty, staff, and others are subject to this Title IX Procedure.
4. Students have the right to file (or not to file), a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The investigation under this procedure shall not be unreasonably

delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints.

5. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity, or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that the retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken. Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in their college's Annual Security Report (ASR). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.
6. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: The seriousness of the alleged conduct, the complainant's age, the respondent's right to receive the information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted for reasons for the denial.
7. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate corrective actions are considered and taken.
8. If an allegation of sex discrimination of sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The college must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has

a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.

9. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported an allegation of child abuse as outlined in O.C.G.A 19-7-5.
10. Supportive or interim protective measures must be offered to the complainant by the college president or the Title IX Coordinator or his/her designee before the outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals.
11. Discretionary Dismissal: The college may dismiss the formal complaint if the respondent is no longer enrolled or employed by TCSG and/or the college, specific circumstances prevent the college from gathering sufficient evidence to reach a determination; or the complainant informs the Title IX Coordinator at any time that the Complainant does not wish to proceed with the investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both parties will be notified.

B. Investigations

1. All complaints of prohibited conduct under this procedure shall be reported immediately to the Investigator who will be responsible for conducting the investigation in a far, prompt, and impartial manner.
2. The investigator shall disclose to the TSCG Compliance Officer any relationships with the parties that could call into question his/her ability to be objective prior to taking any action wit respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.
3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
4. Either the complaining party of the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should

have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.

5. The investigation should be completed within 45 days of the receipt of the complaint by the Investigator. The Investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.
6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complain does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and the investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The presidents decision will be final.
7. Individuals designed to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.
8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. It is important that all parties preserve any documents or other evidence which may pertain to the investigation. Any medically related evidence is best preserved by trained medical personnel. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
9. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.
10. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements.

Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.

11. A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act (VAWA) do not constitute a violation of FERPA.
12. If the Investigator determines that all of some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate offices at the college for further action in accordance with the provisions in the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

C. Hearings

1. Format of Hearing: Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.
2. Recording of Hearing: Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for Inspection and review upon request.
3. Role of Advisor: If a party does not have an Advisor present at the Hearing, TCSG and/or the College will provide without fee or charge to the Party, an Advisor of TCSG and/or the College's choice who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
4. Role of the Decision-Maker: The Decision-Maker will: be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights,

sexual harassment and/or sexual violence and training on this Title IX Procedure; preside over the Hearing and will issue the Written Determination Regarding Responsibility; be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.

Conflict of Interest: No one who has a conflict of interest may serve as the Decision-Maker. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has personal relationship with one of the Parties or Witnesses, or has some other source of bias. Either party may assert, in writing, that a Decision-Maker has a conflict of interest. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within one business day's receipt of the name of the Decision-Maker. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.

At the Hearing, the Decision-Maker will:

Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have an Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.

Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complaint's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the Live Hearing or refusal to answer cross-examination or other questions.

5. Hearing Process: a.) The investigator will be available to answer any questions from the Decision-Maker about the investigation. b.) The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact. c.) The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the score of the charged conduct.) d.) Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File. e.) The Decision-Maker may ask questions of the Parties and/or Witnesses. f.) Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses. g.) Written Determination Regarding Responsibility: The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include: identification of the allegations potentially constituting Title IX Prohibited Conduct; a description of the procedural steps taken from the receipt of the Formal interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held; findings of fact; conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; the rational for the results as to each allegation; any disciplinary Sanctions imposed on the Respondent; whether remedies or supportive measures will be provided to the Complainant; and information on how to appeal. Sanctions: The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing. The Decision-Maker may also consult with TCSG and/or college personnel including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case. The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measurers and/

or any additional or on-going accommodations for both Parties. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows: for students, to the Office of Student Affairs; for staff, to Human Resources; for Faculty, to the Office of Academic Affairs. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basic by the Title IX Coordinator. The Written Determination Regarding Responsibility becomes final: if an appeal is not filed, the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

D. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. a.) Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees. b.)Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion. c.) Disciplinary Sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission. a.) Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President of Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation

has occurred, colleges are expected to address any inappropriate conduct and tale all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.

5. Individuals who are responsible for conducting investigations, under this procedure, may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation.

E. Appeals

1. Appeal of a Written Determination Regarding Responsibility. a.) Submission of Appeal. Both parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal. The Appeal Office will be the Commissioner of TCSG or his designee. Each party must submit a written appeal of up to 6,000 words in length, which will be shared with the other Party. The Parties must submit the appeal to the Commissioner within 10 calendar days from the receipt of the Written Determination Regarding Responsibility (if any). b.) Grounds for appeal are limited to the following: Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party? Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision? Did the title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter? For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons give the findings of the case? NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure. c.) Receipt of Appeal. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party. Each Party must submit a response to the other Party's appeal (no more than 3,000 words). Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared. The appealing Party will have access to the other's Party's response to the appeal, but no further responses will be permitted. d.) Response to Appeal. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the investigation and Hearing Process. The Title IX Coordinator may submit one response for each Party that files an appeal (that raising a procedural

irregularity). Each response by the Title IX Coordinator should be no more than 1,500 words. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted. e.) Appeal Decision. The Appeal Officer will provide the Notice of Outcome of Appeal no later than 10 business days after receipt of all appeal documents. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

Personal Safety

South Georgia Technical College students are expected to respect each other and the personal safety of all members of their community. The following actions are prohibited and constitute a violation of the Student Code of Conduct:

A. Physical abuse - Any attempt to cause injury or inflict pain or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse.

B. Harassment—Behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic.

Discriminatory harassment against any person. Discriminatory harassment is defined as any unwelcome verbal or physical conduct based on race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Harassment sufficiently severe, persistent or pervasive to unreasonably interfere with the individual's work or educational performance; create an intimidating, hostile, or offensive working or learning environment; or unreasonably interfere with or limits one's ability to participate in or benefit from an institutional program or activity.

C. Stalking - Behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person, reasonably and seriously alarms, torments, and/or terrorizes the person; or substantially interferes with the opportunity of other students to obtain an education.

D. Threatening Behavior - Threat - Extreme written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

Intimidation - Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

E. Bullying - Defined as the use of repeated or severe verbal and/or non-verbal means in order to coerce or force a person to do something or to degrade a person, including, but not limited to, the use of taunting, teasing, or coercive language, pushing, punching, or creating threatening notes/letters/signs.

F. Cyberbullying - Defined as an act of bullying that takes place using different kinds of technology and social media. Using various types of electronic devices to inflict emotional and/or mental pain, and to degrade another person.

G. The physical abuse rule is not intended to prohibit the following conduct:

Customary public athletic events, contests, or competitions that are sponsored by the College or the organized and supervised practices associated with such events; or

Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the College.

Theft, Damage & Disregard for Property

South Georgia Technical College students are expected to respect the property and belongings of the College and of all members of that community.

The following actions are prohibited and constitute a violation of the Student Code of Conduct:

1. Taking, attempting to take, or keeping in one's possession any property or item, including but not limited to any tangible possession, information, or account, without proper authorization.

2. Malicious or unwarranted damage or destruction, or attempted damage or destruction, of any property or item, including but not limited to any tangible possession, information, or account.

3. Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.

4. Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.

Record Retention

Documents relating to formal complaints including investigations, the investigatory report, witness statements, evidence, dispositions and the complaint itself shall be held for seven years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in secure location under the custody and control of the Investigator, Vice President of Student Affairs or the President's Designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Archives records retention schedule, but in no case fewer than 7 years.

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. Students should not wear pajamas to class. 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 as set forth in Georgia law, 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 work site.

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.
2. A technical college president (or his/her designee) may authorize a college employe (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. 16-11-127.1. 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.
3. 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.
4. 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.
5. 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.

6. 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.
7. 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.

Fire Safety and Sanitation

South Georgia Technical College students are expected to behave as informed members of a community working together to provide a safe environment for everyone.

The following actions are prohibited and constitute a violation of the Student Code of Conduct:

A. Misusing, damaging or tampering with fire safety equipment.
B. Setting or causing to be set any unauthorized fire.
C. Possessing or using fireworks, explosives or other incendiary devices

without authorization.

D. Making or causing to be made a false fire alarm.

E. Intentionally or recklessly obstructing a fire exit in any SGTC building.

F. Failure to exit a SGTC building when the fire alarm sounds.

G. Failure to maintain an organization's facilities and/or surrounding property creating a potential danger to the health or safety of the occupants or other individuals.

SGTC 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.

Unauthorized Entry or Use

South Georgia Technical College students are expected to be appropriately use campus facilities, resources, and services. The following actions are prohibited and constitute a violation of the Student Code of Conduct:

A. Unauthorized entry or attempted entry into any property, including

but not limited to any building, office, or other facility, automobile, backpack, or account.

B. Making or attempting to make unauthorized use of any building, office, or other facility, information, or accounts.

C. Unauthorized possession, use, or duplication of keys or other methods of controlled access (card, codes, etc.)

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 residence halls or on campus, unless as part of an instructional program area under strict regulations of the instructor and the Vice President of Academic Affairs or with approval from the Vice President of Student Affairs.

Automobile Registration and Parking

Any vehicle driven by a residential 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

College Housing

South Georgia Technical College offers residential housing on the main campus in Americus for those students who desire the full college experience. James Hall, a one-story building, and Martin Hall, which offers two floors, can accommodate more than 200 students. The SGTC Chief of Police resides in Martin Hall and is available twenty-four hours a day for security and administrative needs for all residential students.

Each residential student receives a copy of the residential housing rules and regulations via email upon acceptance to on-campus housing and is required to

abide by these regulations at all times. Any new regulation that affects the resident of the halls becomes effective 24 hours after being posted. College sanctions and/or legal action may be taken against persons violating college rules and regulations, or local, state, and federal laws.

To Apply for Residential Housing

A Residential Housing Application packet must be completed and submitted to the Office of Student Affairs once the student has been accepted for admission to South Georgia Technical College and desires to reside in on-campus housing. A $150 residence hall non-refundable application fee must be submitted along with the housing application packet.

Once all required documentation is received, along with the application fee, a room will be reserved based on availability. An email will be sent to the student confirming the reservation and notifying the student of check-in dates for the appropriate term. Upon arrival to campus, a student will take care of any outstanding balance due to the college before ID cards are issued for his/her assigned room.

In order to qualify for and maintain residence in the dormitories of South Georgia Technical College, the student must be currently enrolled in South Georgia Technical College with an occupational major in a diploma, degree, or certificate program and taking 75% of corse work in face to face instruction. (High school students enrolled in Dual or joint programs are not eligible to reside in a dormitory.) Students must be in good standing with South Georgia Technical College in the areas of academics and discipline, and payment of all tuition and fees. Probationary status may cause residence privileges to be revoked. Eviction from housing is mandatory upon disciplinary suspension from the college. Failure to maintain any of the above guidelines during the semester may result in the loss of residence privileges.

Any exceptions to these guidelines must be requested in writing by the student to the Assistant Vice President for Student Affairs for consideration on a semester-by-semester basis.

Resident Assistants and Hall Monitors

South Georgia Technical College utilizes both Resident Assistants and Hall Monitors to assist with the maintenance and safety of the residence halls, and to act as liaison between the dorm students and the administration of the college. Resident Assistants and Hall Monitors also ensure that the rules and regulations of the college are followed by the residents and report any violations to the Chief of Campus Security and the Assistant Vice President of Student Affairs. They check residents in and out of the residence hall and report any residence hall maintenance needs to the Office of Student Affairs. Students are selected through a comprehensive application and interview process to serve as Resident Assistants (RA's). Resident Assistants do not receive a salary for their services, but receive compensation via free room and board, determined on a semester-to-semester basis. RA's must remain in good academic and disciplinary standing with the college to continue serving in their role. Hall Monitors are hired through the Human Resources department as work-study students assigned to the dormitories, but must also remain in good standing with the college just as the RA's.

Residential Rooms

Both of the residence halls are equipped with washers and dryers, which are free

to the students and wireless internet. Vending machines are also located in the common areas of the residence halls.

South Georgia Technical College is not responsible for any damage or theft of personal belongings of students, either inside the halls or in the parking lot areas.

All residential rooms are furnished with two beds, a dresser, a desk and a chair. There is also a private bathroom in each room. Students should bring their own bedding (twin long), bathroom items, and personal items. Students may also bring a television, small refrigerator and microwave, if desired.

Students living in the residence halls also receive a meal plan with SGTC's dining hall, which is located behind Martin Hall. The dining hall provides well-balanced meals seven days a week, unless closed for holidays or between semesters (or other times as necessary). The dining hall may prepare special diets (as prescribed by a physician) for resident students.

RESIDENCE HALLS RULES AND REGULATIONS

Please refer to the "Residence Halls Handbook", which is distributed to each dorm student and is also located on the South Georgia Technical College website for the Housing official rules and regulations.

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. The form is available in the office of the Vice President for Student Affairs.

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 allegations. 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.
   - **e.** After a determination that a Student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

1. **Disciplinary 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. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filling the complaint.
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. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

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

c. 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.

d. 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.

e. 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

d. 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.

e. 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.

f. 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.

g. 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. Hearing/Appeals 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 and Institutional Effectiveness division at the college.

E. Vice President of Administrative Services (VPA): The staff member in charge of the administrative services division of the college. Ths includes business office, bookstores, financial aid, human resources, and information technology, etc.

F. Vice President of Student Affairs (VPSA): The staff member in charge of admissions, registrar's office, information technology, and student activities, residential facilities, campus life, campus safety, cateria, 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/ institutional effectiveness, 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 Vice President of Student Affairs (VPSA).
   c. If the grievance is related to non-academic situations (business office, bookstores, information technology etc.), file the grievance with the office of the Vice President of Administrative services (VPA).
   d. If the grievance us related to non-academic situations (admissions, registrar's office, etc.), file the grievance with the office of the Vice President of Student Affairs (VPSA).
   e. 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, VPSA, VPA, VPO or VPIA, the student shall file the grievance in the Office of the President.
3. The VPAA, VPSA, VPA, VPO or VPIA or his/her designee, will investigate the matter and supply a written response to the student within 15 business days.
4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/ discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
5. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
6. The VPAA, VPSA, VPA, VPO or VPIA or his/her designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

C. Appeal of Staff Response: If a student is unsatisfied with the response from the VPAA, VPSA, VPA, VPO, or VPIA 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.

Grievance Procedure for out-of-state Online Students

Any complaints pertaining to a South Georgia Technical College online course or program should be filed with South Georgia Technical College in accordance with the Student Catalog & Handbook. Complaints needing further investigation beyond the college level may be submitted to TCSG using the Program Integrity Complaint Form. Before submitting to TCSG, students need to ensure they have followed the institution's process.

A student may appeal to the Georgia Nonpublic Postsecondary Education Commission (GNPEC) if the institution's and TCSG's resolution is not satisfactory; however, please note that the Commission will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution. GNPEC does not resolve complaints about student grades and student conduct violations. These complaints fall under the jurisdiction of institutional policy.

NC-SARA

South Georgia Technical College has been approved to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a nonprofit organization that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs.

Recognizing the growing demand for distance education opportunities, higher education stakeholders - including state regulators and education leaders, accreditors, the U.S. Department of Education, and institutions -

joined together in 2013 to establish the State Authorization Reciprocity Agreements (SARA), which streamline regulations around distance education programs.

SARA consumer protection provisions require the institution's home state, through its SARA State Portal Entity, to investigate, and resolve allegations of dishonest of fraudulent activity by the state's SARA-participating institutions, including the provision of false or misleading information. A student has the right to lodge a complaint or grievance. The student should begin the complaint process with the institution and if resolution is not found, the student would contact the institution's home state SARA Portal Entity. NC-SARA maintains a directory of State Portal Entity (SPE) Contacts and SARA Student Information Process Information by State. Here is an overview of How to File a SARA Student Complaint. The SARA Student Complaint procedure and policy can be found here. Students can also access the GA-SARA Online Student Complaint Form.

SREB

South Georgia Technical College is a member of Southern Regional Education Board (SREB), one of the four regional compacts which comprise NC-SARA. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. South Georgia Technical College is authorized to provide online education to students who reside in 48 SARA member states. Certain online programs, which include internships, practicums, or other experiential requirements may trigger additional State Authorization requirements.

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

Program	Length*	Campus
Accounting	Five	Both
Agricultural Technology	Four	Americus
Air Conditioning Technology	Five	Americus
Allied Health Professions	Four	Both
Associate of Science Nursing Bridge	Six	Americus
Business Technology	Five	Both
Computer Support Specialist	Five	Both
Criminal Justice Technology	Five	Both

Culinary Arts	Five	Both
Cybersecurity	Five	Both
Drafting Technology	Five	Americus
Early Childhood Care/ Education	Six	Both
Electronics Technology	Five	Both
Heavy Equipment Dealers Service	Five	Americus
Heavy Equipment Eletrical Power	Five	Americus
Horticulture	Five	Americus
Marketing Management	Five	Both
Networking Specialist	Six	Both
Sports & Fitness Management	Five	Americus
Technical Studies	Three	Both

*minimum length

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills & Reasoning	3

Social Sciences (choose ONE class)

POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3

GENERAL CORE COURSES

(Choose one class from the following list—it may not be a course used to fulfill one of the requirements above.)

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

OCCUPATIONAL COURSES

ACCT 1100	Financial Accounting I	4
BUSN 1440	Document Production	4
ACCT 1105	Financial Accounting II	4
ACCT 2000	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT xxxx	Accounting Electives	9
XXXX xxxx	Specific Occupational Guided Electives	9

BASIC COMPUTER CLASS (choose ONE class)

COMP 1000	Introduction to Computer Literacy	3
COLL 1060	Intro to College and Computers	3

ACCOUNTING ELECTIVE COURSES

BUSN 1210	Electronic Calculators	2
ACCT 2100	Accounting Internship I	4
ACCT 2105	Accounting Internship II	8
ACCT 2110	Accounting Simulation	3
ACCT 2115	Bookkeeper Certification Review	3
ACCT 2120	Business Tax Accounting	3
ACCT2125	Capstone Review Accounting Principles	3
ACCT 2130	Integrated Accounting Management Systems	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3

Specific Occupational Guided Electives may be other related courses

from Business Technology, Computer Information Systems, Marketing Management, and other course/classes apporoved by the advisor.

64 minimum semester hour credits required for graduation

AGRICULTURAL TECHNOLOGY (AT13)

Program Description:

Agricultural Technology is an Associate Degree program. It is a combination of classroom and cooperative education training. The classroom and related instruction was designed jointly with industry to provide the student with theoretical, technical, and general academic knowledge needed to succeed in the agricultural equipment servicing industry. The cooperative work phase of the program requires students to be employed full-time in supervised John Deere dealerships to receive on-the-job experience. The cooperative work phase will be supervised and evaluated. Graduates will receive an Associate of Applied Science Degree and may be employed as technicians, parts managers, or sales and service personnel.

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
ENGL 1105	Technical Communication	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	
Math 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3

PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
AGRI 1110	Service Technician Fundamentals	3
AGRI 1120	Basic Diesel Engines	3
AGRI 1130	Basic Power Trains	2
AGRI 1140	Basic Hydraulics	2
AGRI 1150	Basic Electrical/Electronics	2
AGRI 1160	Air Conditioning Systems	2
AGRI 1170	AMS Equipment Set-up	2
AGRI 1180	Harvesting Equipment	2
AGRI 2110	Advanced Engines & Diagnostics	2
AGRI 2120	Advanced Hydraulics & Diagnostics	2
AGRI 2130	Advanced Electrical/Electronics	2
AGRI 2140	Advanced Power Trains and Diagnostics	2
AGRI 2150	Planting & Seeding Equipment	3
AGRI 2210	Dealer Internship I	12
AGRI 2220	Dealer Internship II	12
WELD 1000	Intro to Welding Technology	4

75 minimum semester hour credits required for graduation

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

COURSE NO.	GENERAL CORE COURSES	CREDITS

	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Choose ONE class from the following not previously taken:

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	OCCUPATIONAL COURSES	
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	11
	OCCUPATIONAL ELECTIVE COURSES	
AIRC 2005	Design & Application of Light Commercial Air Conditioning	4
AIRC 2010	Light Commercial Air Conditioning Control Systems	4

AIRC 2020	Light Commercial Air Conditioning Systems Operation	4
AIRC 2040	Residential Systems Designs	4
AIRC 2050	Georgia State & Local Residential Air Conditioning Codes	4
AIRC 2060	Air Distribution Systems for Residential Air Conditioning	4
AIRC 2070	Commercial Refrigeration Design	4
AIRC 2080	Commercial Refrigeration Application	4
AIRC 2090	Troubleshooting & Servicing Commercial Refrigeration	4

66 minimum semester hour credits required for graduation

ALLIED HEALTH PROFESSIONS (AFA3)

Program Description:
The Associate of Applied Science Degree in Allied Health Professions (AHP) offers flexibility in tailoring the curriculum to suit the individual academic and career objectives of each student. This program entails the completion of a range between 61-64 semester credit hours, comprising 15 hours of general education requirements and 49 hours allocated to healthcare-related occupation courses. These areas of concentration encompass comprehensive healthcare programs that underscore both the theoretical foundations and practical applications crucial for successful entry into the healthcare workforce. Upon graduation, students will possess a solid foundation and relevant skills to excel in various healthcare roles. By working closely with a faculty advisor, students can strategically select courses from specific areas of concentration that align with their desired career trajectory in the healthcare field.

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.

DEGREE REQUIREMENTS

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	

ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Natural Sciences/Mathematics (Choose 1)	
MATH 1111	College Algebra	3
MATH 1103	Quantitative Skills & Reasoning	3
	Social/Behavioral Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	Choose ONE class from the following not previously taken:	
ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	OCCUPATIONAL COURSES	
PNSG 1600	Introduction to Pharmacology & Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternity Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5

61 minimum semester hour credits required for graduation

ASSOCIATE OF SCIENCE NURSING BRIDGE (AA93)

Program Description:

The two-year associate-level nursing program is a sequence of courses designed to prepare students for positions in the nursing profession. The curriculum is designed to produce highly-trained, technically advanced,

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

Program Length: 6 terms

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. A student must have an unencumbered LPN license from the state of GA, subject to background and drug testing for clinical sites, six months experience as an LPN.

Acceptance into the Associate of Science in Nursing Bridge 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.

DEGREE REQUIREMENTS

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
SOCI 1101	Introduction to Sociology	3
OR		
PSYC 1101	Introductory Psychology	3
MATH 1111	College Algebra	3

OR		
MATH 1103	Quantitative Skills & Reasoning	3
	Humanities (6hrs) (choose TWO from below)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
HUMN 1101	Introduction to Humanities	3
	OCCUPATIONAL COURSES	
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology I Lab	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
RNSG 1650	Principles of Pharmacology	3
RNSG 1651	Transition to Professional RN Practice	8
RNSG 1652	Adult Health Nursing I	6
RNSG 1653	Mother/Baby Family and Pediatric Nursing	5
RNSG 1654	Adult Health Nursing II	9
RNSG 1655	Mental Health Nursing	3

61 minimum semester hour credits required for graduation

BUSINESS TECHNOLOGY (BA23)

(Replaces BAT3)

Program Description:

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3

GENERAL CORE COURSES

(Choose one class from the following list—it may not be a course used to fulfill one of the requirements above.)

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

OCCUPATIONAL COURSES

COMP 1000	Introduction to Computer Literacy	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
XXXX xxxx	Specific Occupational Guided Electives	6

Specific Occupational Guided Electives may be other related courses from Business Technology, Computer Information Systems, Marketing Management, and other course/classes approved by the advisor.

64 minimum semester hour credits required for graduation

COMPUTER SUPPORT SPECIALIST (CS23)

(Replaces CMU3)

Program Description:

The Computer Information Systems 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

COURSE NO.	GENERAL CORE COURSES	CREDITS

	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Choose ONE class from the following not previously taken:

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST xxxx	Operating Systems Course	3
	Select one Networking course:	
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks - CISCO	4
CISTxxxx	Database Elective Course	4
CIST xxxx	Guided Office Productivity Application Course	3
CIST xxxx	CIS Elective	12
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design & Project Management	4

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3

GENERAL CORE COURSES
(Choose <u>one</u> class from the following list—it may not be a course used to fulfill one of the requirements above.)

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

OCCUPATIONAL COURSES

COMP 1000	Introduction to Computer Literacy	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 Internship/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 1054	Police Officer Survival	3
CRJU 1056	Police Traffic Control & Investigation	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, safety and sanitation, nutrition, 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

GENERAL CORE COURSES
(Choose one class from the following list—it may not be a course used to fulfill one of the requirements above.)

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

OCCUPATIONAL COURSES

COMP 1000	Introduction to Computer Literacy	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1120	Principles of Cooking	6
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 2130	Culinary Practicum	6
	OR	
CUUL 2140	Advanced Baking & International Cuisine	6
CUUL 1370	Culinary Nutrition & Menu Development	3
CUUL 2160	Contemporary Cuisine	4
CUUL 2190	Principles of Culinary Leadership	3
	OR	
MGMT 1115	Leadership	3
XXXX xxxx	Occupationally Related Electives	6

65 minimum semester hour credits required for graduation

CYBERSECURITY (CY13)

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

Cybersecurity Specialist or Information Security Analysts.

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	
MATH1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

GENERAL CORE COURSES
(Choose one class from the following list—it may not be a course used to fulfill one of the requirements above.)

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation & Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies & Procedures	3
CIST 2451	Introduction to Networks - CISCO	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Counter Measures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
CIST XXXX	Elective	4

60 minimum semester hour credits required for graduation

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose <u>ONE</u> class)	

ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	OCCUPATIONAL COURSES	
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	4
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4
XXXX xxxx	Occupational Electives	17
	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	17
	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 2210	Print Reading II	2
DFTG 2130	Manual Drafting Fundamentals	2
DFTG 2300	Drafting Technology Practicum/Internship 3	3
DFTG 2400	Drafting Technology Practicum/Internship 4	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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature & Composition	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	GENERAL CORE COURSES	
	(Choose two classes from the following list—they may not be courses used to fulfill one of the requirements above.)	
ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3

ENGL 2130	American Literature	3
HIST 2112	US History II	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
ECCE 1101	Introduction to Early Childhood Care & Education	3
ECCE 1103	Child Growth & Development	3
ECCE 1105	Health, Safety & Nutrition	3
ECCE 1112	Curriculum & Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 2115	Language & Literacy	3
ECCE 2116	Math & Science	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues & Family Involvement	3
ECCE 2203	Guidance & Classroom Management	3
ECCE 1121	ECCE Practicum	3
ECCE 2245	ECCE Internship I	6
AND		
ECCE 2246	ECCE Internship II OR Guided Electives	6

Choose one of the following specializations:

	PARAPROFESSIONAL SPECIALIZATION	
ECCE 2310	Paraprofessional Methods & Materials	3
ECCE 2312	Paraprofessional Roles & Practices	3
	PROGRAM ADMINISTRATION	
ECCE 2320	Program Administration & Facility Management	3
ECCE 2322	Personnel Management	3

72 minimum semester hour credits required for graduation

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

GENERAL CORE COURSES
(Choose two classes from the following list—they may not be courses used to fulfill one of the requirements above.)

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3

PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

OCCUPATIONAL COURSES

ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital & Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3
XXXX xxxx	Occupationally Related Electives	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	Analog Communications	5
ELCR 2220	Digital Communications	3
ELCR 2230	Antenna & Transmission Lines	3
ELCR 2240	Microwave Communications & Radar	3
ELCR 2250	Optical Communications Techniques	3

61 minimum semester hour credits required for graduation

HEAVY EQUIPMENT DEALER SERVICE TECHNOLOGY (HED3)

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) develop 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
ENGL 1105	Technical Communications	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
CATT 1100	Caterpillar Engine Fundamentals	4
CATT 1110	Caterpillar Service Industry	3
WELD 1000	Introduction to Welding Technology	4
CATT 1500	CAT Internship I	4
CATT 1120	Hydraulic Fundamentals	3
CATT 1130	Fuel Systems	3
CATT 1140	Electrical Fundamentals	3
CATT 1510	CAT Internship II	4
CATT 1150	Air Conditioning Fundamentals	3
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

78 minimum semester hour credits required for graduation

HEAVY EQUIPMENT ELECTRICAL POWER GENERATION DEALER SERVICE TECHNOLOGY (EPG3)

Program Description:

The Heavy Equipment Electrical Power Generation Dealers Service Technology Associate degree program is a sequence of courses designed to prepare students for careers in the heavy equipment electrical power generation service and repair profession, specifically for Caterpillar dealers. The program utilizes a curriculum (ThinkBIG) develop 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 Electrical Power Generation Dealers Service Technology Associate Degree that qualifies them as entry-level heavy equipment technicians.

Program Length: 5 semesters

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
ENGL 1105	Technical Communications	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math (choose ONE class	
MATH 1111	College Algebra	3
MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

	OCCUPATIONAL COURSES	
CATT 1100	Caterpillar Engine Fundamentals	4
CATT 1110	Caterpillar Service Industry	3
WELD 1000	Introduction to Welding Technology	4
CATT 1120	Hydraulic Fundamentals	3
CATT 1130	Fuel Systems	3
CATT 1140	Electrical Fundamentals	3
CATT 1500	CAT Internship I	4
CATT 1510	CAT Internship II	4
IDSY 1110	Industrial Motor Controls 1	4
ELTR 1020	Alternating Current Fundamentals	3
CATT 1135	Generators & EPG Calculations	3
CATT 2505	CAT EPG Internship III	4
ELTR 1080	Commercial Wiring I	5
CATT 1145	Control Panels & Data Links	3
CATT 1155	Voltage Regulation	3
CATT 2045	Automatic Transfer Switches	3
CATT 2020	Engine Diagnostics & Repair	3
CATT 2515	CAT EPG Internship IV	4

81 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

COURSE NO.	GENERAL CORE COURSES	CREDITS

	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Choose ONE class from the following not previously taken:

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

OCCUPATIONAL COURSES

COMP 1000	Introduction to Computer Literacy	3
HORT 1000	Horticulture Science	3
HORT 1010	Woody Plant Identification I	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1080	Pest Management	3
HORT 1150	Environmental Horticulture Internship	3
	OR	
HORT xxxx	Occupational Elective	3

Choose one of the following specializations:

GENERAL HORTICULTURE SPECIALIZATION
(Select 24 hours)

HORT 1030	Greenhouse Management	4
HORT 1040	Landscape Installation	4
HORT 1050	Nursery Production and Management	4
HORT 1060	Landscape Design	4
HORT 1120	Landscape Management	4
HORT 1140	Horticulture Business Management	3
HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	4
HORT 1500	Small Engine Repair	4

LANDSCAPE SPECIALIZATION		
HORT 1041	Landscape Construction	4
HORT 1060	Landscape Design	4
HORT 1120	Landscape Management	4
HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	4
HORTxxxx	Occupational Electives	4

60 minimum semester hour credits required for graduation

MARKETING MANAGEMENT (MM13)

(Replaces MM03)

Program Description:

The Marketing program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing 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. Graduates of the program receive a Marketing degree with specializations in marketing management, entrepreneurship, or retail management, e-business, professional selling, sports marketing, or social media.

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	OR	

MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Choose ONE class from the following not previously taken:

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

OCCUPATIONAL COURSES

COMP 1000	Introduction to Computer Literacy	3
ACCT 1100	Financial Accounting I	4

Select one of the following three:

BUSN 1190	Digital Technologies in Business	2
	OR	
MKTG 2030	Digital Publishing & Design	3
	OR	
BUSN 1430	Desktop Publishing & Presentation Applications	4

MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communication	3
MKTG 2090	Marketing Research	3
MKTG 2300	Marketing Management	3
MKTG 2290	Marketing Internship/Practicum	3
XXXX xxxx	Elective	3

Choose one of the following specializations:

MARKETING MANAGEMENT SPECIALIZATION

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

AND Select one of the following electives:

MKTG 1210	Services Marketing	3
MKTG 2070	Buying and Merchandising	3

ENTREPRENEURSHIP

MKTG 2010	Small Business Management	3

MKTG 2210	Entrepreneurship	6
	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

65 minimum semester hour credits required for graduation

NETWORKING SPECIALIST (NS13)

(Replaces CIN3)

Program Description:

The Computer Information Systems 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.

DEGREE REQUIREMENTS

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3

	OR	
MATH 1103	Quantitative Skills & Reasoning	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
	OR	
SOCI 1101	Introduction to Sociology	3

GENERAL CORE COURSES

(Choose one class from the following list—it may not be a course used to fulfill one of the requirements above.)

ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

OCCUPATIONAL COURSES

COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST xxxx	Operating System Course	3
CIST xxxx	Security Course	3
CIST xxxx	Elective	14

Select one of the following Networking courses:

CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4

Choose one of the following specializations:

MICROSOFT SPECIALIZATION

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation & Maintenance	4
CIST 2413	Microsoft Server Networking	4
CIST xxxx	Microsoft Elective	4

CISCO SPECIALIZATION

CIST 2451	Introduction to Networking - CISCO	4
	OR	
CIST xxxx	CIS Networking Elective	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Enterprise Networking, Security & Auto.	4

CIST xxxx	Guided Elective	4

66 minimum semester hour credits required for graduation

SPORTS AND FITNESS MANAGEMENT (RA13)

(Replaces RAL3)

Program Description:

The Sports and Fitness 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts	
ENGL 1101	Composition and Rhetoric	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Math	
MATH 1111	College Algebra	3
	Social Sciences (choose ONE class)	
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	Choose ONE class from the following not previously taken:	
ARTS 1101	Art Appreciation	3
ECON 1101	Principles of Economics	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3

MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
MATH 1103	Quantitative Skills and Reasoning	3
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
RELM 2010	Introduction to Sports & Fitness Management	3
RELM 2020	Recreation Leadership & Supervision	3
RELM 2030	Sports & Fitness Facility Management & Design	3
RELM 2040	Program Planning in Sports & Fitness	3
RELM 2050	Sports & FItness Management Internship	2
XXXX xxx	Occupational Electives	24
RELM xxx	Sport Electives	4
	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

TECHNICAL STUDIES (TS23)

(Replaces RAL3)

Program Description:

The Technical Studies Associate Degree program is designed to prepare students for employment in a variety of positions in today's technical industry fields. This program offers students learning opportunities that develop higher level academic skills required for job acquisition, retention, and advancement. It is specifically open to students who have already completed another approved technical or industrial program of study. The program emphasizes a continuation of technical studies theory and practical applications necessary for successful employment. Program graduates receive an Associate of Applied Science degree in Technical Studies and will be qualified for employment as technicians.

Program Length: 2 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
	Language Arts (3 hrs)	
ENGL 1101	Composition and Rhetoric	3
	Social/Behavioral Science (3 hrs)	
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
	Natural Sciences/Mathethics (3 hrs)	
MATH 1111	College Algebra	3
MATH 1103	Quantitative Skills & Reasoning	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

Choose ONE class from the following not previously taken:

ARTS 1101	Art Appreciation	3
ENGL 1102	Literature and Composition	3
ENGL 2130	American Literature	3
HIST 2112	US History II	3
MATH 1112	College Trigonometry	3
MUSC 1101	Music Appreciation	3
PHSC 1111	Physical Science	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
MATH 1103	Quantitative Skills and Reasoning	3

OCCUPATIONAL CONCENTRATION

Course Cluster from Occupational Program	45

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 a 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 0096	English I	3
ENGL 0097	English II	3

READING COURSES

COURSE NO.	GENERAL CORE COURSES	CREDITS
READ 0096	Reading I	3
READ 0097	Reading II	3

MATH COURSES

COURSE NO.	GENERAL CORE COURSES	CREDITS
MATH 0096	Math I	3
MATH 0097	Math II	3
MATH 0098	Elementary Algebra	3
MATH 0099	Intermediate Algebra	3

Requirement for Completion

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

Diploma Programs Available

Program	Length*	Campus
Accounting	Four	Both
Air Conditioning Technology	Four	Americus
Aircraft Structural Technology	Four	Americus
Auto Collision Repair	Four	Americus
Automotive Technology	Five	Americus
Aviation Maintenance Technology	Six	Americus
Avionics Maintenance Technology	Six	Americus
Barbering	Four	Americus
Business Technology	Four	Both
Computer Support Specialist	Four	Both
Cosmetology	Four	Americus
Criminal Justice Technology	Four	Both
Culinary Arts	Four	Both
Cybersecurity	Four	Both
Diesel Equipment Technology	Four	Americus
Drafting Technology	Four	Americus
Early Childhood Care/Education	Five	Both
Electrical Construction Technology	Four	Both
Electrical Systems Technology	Four	Both
Electronics Technology	Four	Both
EMS Professions	Four	Cordele
Firefighter/EMSP	Six	Americus
Horticulture	Four	Americus
Industrial Mechanical Systems	Four	Americus
Industrial Systems Technology	Five	Americus
Marketing Management	Four	Both
Medical Assisting	Five	Both
Motorsports Vehicle Technology	Four	Americus
Networking Specialist	Five	Both
Practical Nursing	Five	Both
Precision Machining & Manufacturing	Four	Americus
Sports & Fitness Management	Four	Americus
Welding & Joining Technology	Four	Both

*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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
BUSN 1440	Document Production	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Application	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT XXXX	Accounting Electives	3
XXXX XXXX	Specific Occupational Guided Electives	3

Specific Occupational Guided Electives may be other related courses from Business Technology, Computer Information Systems, Marketing Management, and other course/classes approved by the advisor.

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
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 Systems	4

XXXX xxxx	Occupationally Related Elective	3

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 and 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
ASTT 1011	Basic Blueprint Reading	3
ASTT 1030	Structural Fundamentals	6
ASTT 1020	Aircraft Blueprint Reading	3
ASTT 1041	Structural Layout and Fabrication	7
ASTT 1051	Aerospace Quality Management	2
ASTT 1070	Aerodynamics	2
ASTT 1091	Composites and Bonded Structures	6
ASTT 1111	Corrosion Control	4
ASTT 1120	Aircraft Metallurgy	4
ASTT 1180	Aircraft Technical Publications	3

53 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, automotive painting and refinishing, or mechanical and electrical systems, 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, painting and refinishing technicians or mechanical and electrical helpers.

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	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
	AND	

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

REFINISHING SPECIALIZATION

ACRP 2001	Introduction to Auto Painting & Refinishing	5
ACRP 2002	Painting and Refinishing Techniques	5
	AND choose **one** of the Refinishing internship options:	
ACRP 2009	Refinishing Internship	2 OR
ACRP 2108	Refinishing Internship I	1 AND
ACRP 2109	Refinishing Internship II	1

MAJOR COLLISION REPAIR SPECIALIZATION

ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5
	AND choose **one** of the Collision Repair internship options:	
ACRP 2019	Major Collision Repair Internship	2 OR
ACRP 2118	Major Collision Repair Internship I	1
	AND	
ACRP 2119	Major Collision Repair Internship II	1

MECHANICAL/ELECTRICAL HELPER SPECIALIZATION

ACRP 1017	Mechanical and Electrical Systems I	4
ACRP 1019	Mechanical and Electrical Systems II	5

37 minimum semester hour credits required for graduation

AUTOMOTIVE TECHNOLOGY (AT14)

(Replaces UTA4)

Program Description:

The Automotive Technology diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relation & Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introductions to Computer Literacy	3
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7 OR
AUTT 1021	Automotive Electrical Systems 1	4 AND
AUTT 1022	Automotive Electrical Systems 2	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1040	Automotive Engine Performance	7 OR
AUTT 1041	Automotive Engine Performance I	3 AND
AUTT 1042	Automotive Engine Performance II	4
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5
AUTT 1060	Automotive Climate Control Systems	5
AUTT 2010	Automotive Engine Repair	6
	OR	
AUTT 2011	Automotive Engine Repair I	3
	AND	
AUTT 2012	Automotive Engine Repair II	3

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

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
AVMT 1001	Aviation Mathematics	2
AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1031	Aircraft Electricity & Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2021	Airframe Sheet Metal	4
AVMT 2026	Airframe Non-Metallic Structures	3
AVMT 2041	Airframe Assembly & Rigging	2
AVMT 2061	Aircraft Hydraulic & Pneumatic Systems	2
AVMT 2071	Aircraft Landing Gear Systems	4
AVMT 2096	Aircraft Communication and Navigation Systems	3
AVMT 2081	Aircraft Environmental Control Systems	3
AVMT 2086	Aircraft Fuel & Instrument Systems	3
AVMT 2091	Aircraft Electrical Systems	5
AVMT 2211	Reciprocating Engine Powerplants I	4
AVMT 2051	Airframe Inspection	4
AVMT 2231	Gas Turbine Powerplants I	4
AVMT 2251	Aircraft Engine Inspection	2
AVMT 2261	Aircraft Engine Fuel & Fuel Metering Systems	4
AVMT 2271	Powerplant Instruments, Fire Protection & Electrical Systems	3

AVMT 2276	Powerplant Ignition & Starting Systems	4
AVMT 2281	Aircraft Powerplant Accessory Systems	3
AVMT 2286	Aircraft Propeller Systems	3

90 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
AVMT 1001	Aviation Mathematics	2

AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1031	Aircraft Electricity & Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2021	Airframe Sheet Metal	4
AVMT 2026	Airframe Non-Metallic Structures	3
AVMT 2041	Airframe Assembly & Rigging	2
AVMT 2061	Aircraft Hydraulic & Pneumatic Systems	2
AVMT 2071	Aircraft Landing Gear Systems	4
AVMT 2051	Airframe Inspection	4
AVMT 2081	Aircraft Environmental Control Systems	3
AVMT 2086	Aircraft Fuel & Instrument Systems	3
AVMT 2091	Aircraft Electrical Systems	5
AVMT 2096	Aircraft Communication & Navigation Systems	3
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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	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	3
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 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

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading & Editing	3
ACCT 1100	Financial Accounting I	4
	OR	
BUSN 2200	Office Accounting	4
	Select one of the following specializations:	
	BUSINESS ADMINISTRATIVE ASSISTANT	
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts & Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2210	Applied Office Procedures	3
XXXX xxxx	Guided Electives	6

	MEDICAL ADMINISTRATIVE ASSISTANT	
MAST 1120	Human Diseases	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
ALHS 1011	Structure & Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
XXXX xxxx	Guided Electives	9

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.

CURRICULUM

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
CIST xxx	Operating Systems Course	3

CIST xxx	Database Elective Course	4
CIST xxx	Guided Office Productivity Application Course	3
CIST xxx	CIS Electives	12

Select one Networking course:

CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks - CISCO	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.

Specific Occupational Guided Electives may be other related courses from Business Technology, Computer Information Systems, Marketing Management, and other course/classes approved by the advisor.

55 minimum semester hour credits required for graduation

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.

CURRICULUM

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care & Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2

55 minimum semester hour credits required for graduation

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	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 Internship/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 1054	Police Officer Survival	3
CRJU 1056	Police Traffic Control & Investigation	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.

CURRICULUM

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1120	Principles of Cooking	6
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 1370	Culinary Nutrition & Menu Development	3
CUUL 2160	Contemporary Cuisine	4

Choose <u>one</u> of the following:

CUUL 2130	Culinary Practicum	6
	OR	
CUUL 2140	Advanced Baking & International Cuisine	6
	Choose one of the following:	
CUUL 2190	Principles of Culinary Leadership	3
	OR	
MGMT 1115	Leadership	3

52 minimum semester hour credits required for graduation

CYBERSECURITY (CY12)

Program Description:
The Cybersecurity diploma program provides students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the basic skills areas of English and mathematics, as well as in the technical areas of computer terminology and concepts, computer networking, and network security. Program graduates are qualified for employment as Computer Network Security Specialists or Information Security Analysts.

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
EMPL 1000	Interpersonal Relations & Personal Devel.	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
	OCCUPATIONAL COURSES	
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 2601	Implementing Operating Systems	4
CIST 2602	Computer Network Security	4

CIST 2612	Computer Forensics	4
CIST XXXX	CIS Networking Electives	8
	Select Networking courses:	
CIST 2451	Introduction to Networks - CISCO	4
	OR	
CIST 1401	Computer Networking Fundamentals	4

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

Specific Occupational Guided Electives may be other related courses from Business Technology, Computer Information Systems, Marketing Management, and other course/classes approved by the advisor.

46 minimum semester hour credits required for graduation

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

COURSE NO.	GENERAL CORE COURSES	CREDITS

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
DIET 1000	Introduction to Diesel Technology Tools, & Safety	3
DIET 1020	Preventive Maintenance	5
DIET 1040	Diesel Truck & Heavy Equipment HVAC Systems	3
	Choose one:	
DIET 1010	Diesel Electrical & Electronic Systems	7
	OR	
DIET 1011	Diesel Electrical & Electronic Systems I	4
	AND	
DIET 1012	Diesel Electrical & Electronic Systems II	3
	Choose one:	
DIET 1030	Diesel Engines	6
	OR	
DIET 1031	Diesel Engine Repair	3
	AND	
DIET 1032	Diesel Engine Support Systems	3
	Choose one of the following specializations:	
	MEDIUM/HEAVY TRUCK SPECIALIZATION	
DIET 2000	Truck Steering & Suspension System	4
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	4
	HEAVY EQUIPMENT SPECIALIZATION	
DIET 2001	Heavy Equipment Hydraulics	6
DIET 2011	Off Road Drivelines	6
	EMERGENCY POWER GENERATION SPECIALIZATION	
DIET 2002	Diesel Power Generation—Basic Power Generation Fundamentals	6
DIET 2012	Diesel Power Generation Controls, Switching, and Auxiliary Systems	6

47 minimum semester hour credits required for graduation

DRAFTING TECHNOLOGY (DT12)

(Replaces DR02)

Program Description:
The Drafting Technology diploma program prepares students for

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

Program 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
DFTG 1015	Practical Mathematics for Drafting Technology	3
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
XXXX xxxx	Occupationally Related Elective	3

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

	MECHANICAL DRAFTING SPECIALIZATION	
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	4
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4
XXXX xxxx	Guided Electives	4
	ARCHITECTURAL DRAFTING SPECIALIZATION	
DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4
DFTG 1131	Residential Drawing II	4

DFTG 1133	Commercial Drawing I	4
XXXX xxxx	Guided Electives	4

46 minimum semester hour credits required for graduation

EARLY CHILDHOOD CARE/EDUCATION (ECC2)

(Replaces 0002)

Program Description:

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care childhood care and education settings including child care centers and Head Start.

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2 OR
PSYC 1010	Basic Psychology	3
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
ECCE 1101	Introduction to Early Childhood Care & Education	3
ECCE 1103	Child Growth & Development	3
ECCE 1105	Health, Safety & Nutrition	3
ECCE 1112	Curriculum & Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	ECCE Practicum	3
ECCE 2115	Language & Literacy	3

ECCE 2116	Math & Science	3
ECCE 2202	Social Issues & Family Involvement	3
ECCE 2203	Guidance & Classroom Management	3
ECCE 2245	ECCE Internship I	6
	AND	
ECCE 2246	ECCE Internship II OR Guided Electives	6

53 minimum semester 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 CONSTRUCTION TECHNOLOGY (EC12)

Program Description:

The Electrical Construction Technology program provides instruction in the inspections, maintenance, installation, and repair of electrical systems in the residential and commercial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Construction Technology.

Program Length: 3 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
	OCCUPATIONAL COURSES	
IDFC 1007	Industrial Safety Procedures	2
ELTR 1060	Electrical Prints, Schematics and Symbols	2

ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
XXXX xxxx	Occupational Electives	7
	Choose <u>one</u> DC class from the two below:	
IDFC 1011	Direct Circuit I	3
	OR	
IDSY 1101	DC Circuit Analysis	3
	OR	
ELTR 1010	Direct Current Fundamentals	3
	Choose <u>one</u> AC class from the three below:	
ELTR 1020	Alternating Current Fundamentals	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC CIrcuit Analysis	3

43 minimum semester hour credits required for graduation

ELECTRICAL SYSTEMS TECHNOLOGY (ES12)

Program Description:

The Electrical Systems Technology program provides instruction in the inspection, mainenance, installation and repair of electrical systems in the residential, commerical, and industrial industries. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive an Electrical Systems Technology diploma with a specialization in residential o industrial applications.

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.

CURRICULUM

COURSE NO.	GENERAL CORE COURSES	CREDITS

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
	OCCUPATIONAL COURSES	
IDFC 1007	Industrial Safety Procedures	2
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
XXXX xxxx	Occupationally Related Elective	3
	Choose <u>one</u> DC class from the two below:	
IDFC 1011	Direct Current	3
	OR	
IDSY 1101	DC Circuit Analysis	3
	OR	
ELTR 1010	Direct Current Fundamentals	3
	Choose <u>one</u> AC class from the three below:	
ELTR 1020	Alternating Current Fundamentals	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC CIrcuit Analysis	3

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

	ELECTRICAL CONSTRUCTION & MAINTENANCE	
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
ELTR xxxx	Occupational Electives	4
	INDUSTRIAL ELECTRICAL TECHNOLOGY	
ELTR 1220	Industrial PLCs	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	National Electrical Code Industrial Wiring Applications	4
	FIELD OCCUPATION SPECIALIZATION	
	(See advisor for approved courses.)	10

43 minimum semester hour credits required for graduation

ELECTRONICS TECHNOLOGY (ET14)

(Replaces EFA4)

Program Description:
The Electronics Technology diploma 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 biomedical instrumentation, communications electronics, computer electronics, general electronics, industrial electronics, or telecommunications 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.

CURRICULUM

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3 OR
MATH 1012	Foundation of Mathematics	3 OR
MATH 1111	College Algebra	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital & Microprocessor Fundamentals	5
ELCR 1060	Linear Integrated Circuits	3
XXXX xxxx	Occupationally Related Electives	3

Students are required to complete one of the following specializations:

COURSE NO.	GENERAL CORE COURSES	CREDITS
FIELD OCCUPATION SPECIALIZATION		
XXXX xxxx	Occupationally Related Electives	16

COMMUNICATIONS ELECTRONICS TECHNOLOGY		
ELCR 2210	Analog Communications	5
ELCR 2220	Digital Communications	3
ELCR 2230	Antenna & Transmission Lines	3
ELCR 2240	Microwave Communications & Radar	3
ELCR 2250	Optical Communications Techniques	3

54 minimum semester hour credits required for graduation

EMS PROFESSIONS (EP12)

(Replaces EFA4)

Program Description:

Students who complete the EMS Professions diploma will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences. To complete the AEMT portion:

Program Length: 4 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.

CURRICULUM

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundation of Mathematics	3
PSYC 1010	Basic Psychology	3

	OCCUPATIONAL COURSES	
ALHS 1011	Structure & Function of Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
EMSP 1110	Introduction to EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management & Pharmacy	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clincial and Practical Applications for EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clincial Applications for the AEMT	1
EMSP1540	Clincial & Practical Applications for AEMT	3

42 minimum semester hour credits required for graduation

Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences. To complete the AEMT portion: Submit documentation of current certification and/or licensure as an: EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to EMT update course); or proof of successful completion of EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, AND EMSP 1160.

FIREFIGHTER/EMSP (FI12)

Program Description:

The Firefighter/Emergency Medical Services Professional diploma program is designed to prepare students for entry level employment in the public safety areas of fire service and emergency medical services. Upon completion of the Firefighter/Emergency Medical Services Professional diploma, students may be eligible for certification and/or licensure in the following areas: Firefighter I, EMT, and AEMT. Note: criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Program Length: 6 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
	OCCUPATIONAL COURSES	
FRSC 1020	Basic Firefighter—Emergency Services	3
FRSC 1030	Basic Firefighter—MODULE I	5
FRSC 1040	Basic Firefighter—MODULE II	3
FRSC 1141	Hazardous Materials Operations	4
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
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
COMP 1000	Introduction to Computer Literacy	3

53 minimum semester hour credits required for graduation

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
HORT 1000	Horticulture Science	3
HORT 1010	Woody Plant Identification I	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1080	Pest Management	3
HORT 1150	Environmental Horticulture Internship	3
XXXX xxx	Occupational Elective	3
	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.	
HORT 1030	Greenhouse Management	4
HORT 1041	Landscape Construction	4
HORT 1050	Nursery Production and Management	4
HORT 1060	Landscape Design	4
HORT 1070	Landscape Installation	4
HORT 1120	Landscape Management	4
HORT 1140	Horticulture Business Management	3
HORT 1310	Irrigation and Water Managment	4
HORT 1330	Turfgrass Management	4
	OR	
	LANDSCAPE SPECIALIZATION	
HORT 1041	Landscape Construction	4
HORT 1060	Landscape Design	4

HORT 1120	Landscape Management	4
HORT 1330	Turfgrass Management	4
HORT 1310	Irrigation and Water Management	4
	OCCUPATIONAL ELECTIVE COURSES	
HORT 1160	Landscape Contracting	3
HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	3
HORT 1410	Soils	3
HORT 1560	Computer-Aided Landscape Design	3
HORT 1680	Woody Plant Identification II	2

44 minimum semester hour credits required for graduation

INDUSTRIAL MECHANICAL SYSTEMS (IMS2)

(Replaces MEH2)

Program Description:

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

Program 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations & Professional Development	2
	OCCUPATIONAL COURSES	

IDSY 1020	Print Reading & Problem Solving	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1160	Mechanical Laws and Principles	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps & Piping Systems	3
IDSY 1240	Maintenance for Reliability	4
XXXX xxxx	Guided Occupational Electives	11
	Select <u>one</u> of the following AC courses:	
ELTR 1020	Alternating Current Fundamentals	3
	OR	
IDFC 1012	Alternating Current I	3
	OR	
IDSY 1105	AC Circuit Analysis	3
	Select <u>one</u> of the following DC courses:	
ELTR 1010	Direct Current Fundamentals	3
	OR	
IDFC 1011	Direct Current I	3
	OR	
IDSY 1101	DC Circuit Analysis	3

51 minimum semester hour credits required for graduation

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.

CURRICULUM

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
IDSY 1170	Industrial Mechanics	4
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
XXXX xxxx	Occupational Electives	9
	Choose <u>one</u> of the following AC courses:	
ELTR 1020	Alternating Current Fundamentals	3
OR		
IDFC 1012	Alternating Current I	3
OR		
IDSY 1105	AC Circuit Analysis	3
	Choose <u>one</u> of the following DC courses:	
IDFC 1011	Direct Current I	3
	OR	
IDSY 1101	DC CIrcuit Analysis	3
	OR	
ELTR 1010	Direct Current Fundamentals	3

46 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, and program provides opportunities to upgrade present knowledge andskills or to retrain in the area of marketing. Graduates of the program receive a diploma with specializations in marketing management, entrepreneurship, retail management, e-business, professional selling, sports marketing and/or social media.

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
	OCCUPATIONAL COURSES	
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing communication	3
MKTG 2090	Marketing Research	3
MKTG 1160	Professional Selling	3
MTKG 1130	Business Regulations and Compliance	3
MKTG 2300	Marketing Management	3
XXXX xxxx	Elective	3
	Select <u>one</u> of the following four electives:	
BUSN 1190	Digital Technologies in Business	2
	OR	
MKTG 2030	Digital Publishing and Design	3
	OR	
COMP 1000	Introduction to Computer Literacy	3
	OR	
BUSN 1430	Desktop Publishing & Presentation Applications	4

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

	MARKETING MANAGEMENT SPECIALIZATION	
MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3

XXXX xxxx	Elective	3
	AND	
	Select one of the following electives	
MKTG 1210	Service 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

42 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3

MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
MAST 1010	Legal & Ethical Concerns in the Medical Office	2
MAST 1030	Pharmacology in the Medical Office	4
MAST 1060	Medical Office Procedures	4
MAST 1080	Medical Assisting Skills I	4
MAST 1090	Medical Assisting Skills II	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
MAST 1120	Human Diseases	3
MAST 1170	Medical Assisting Externship	4
MAST 1180	Medical Assisting Seminar	4

53 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
MSVT 1000	Introduction to Motorsports and Race Vehicle Systems	3
MSVT 1010	Electrical Systems	4
MSVT 1020	Motorsports Machine Tool	4
MSVT 1030	Motorsports Welding	3
MSVT 1040	Gear Box & Final Drives	4
MSVT 1090	Motorsports Internship I	4
MSVT 1050	Fabrication Techniques	6
MSVT 2005	Body & Chassis Design & Fabrication	5
MSVT 2010	Engine Design, Building and Testing	3
MSVT 2020	Race Car Preparation & Testing	3
MSVT 2090	Motorsports Internship II	4

54 minimum semester hour credits required for graduation

NETWORKING SPECIALIST (NS14)

(Replaces CIN4)

Program Description:

The Computer Information Systems - 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST xxxx	Operating System Course	3
CIST xxxx	Electives	9
CIST xxxx	Security Course	3
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4

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

	MICROSOFT SPECIALIZATION	
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation & Maintenance	4
CIST 2413	Microsoft Server Networking	4
CIST xxxx	Microsoft Elective	4
	CISCO SPECIALIZATION	
CIST 2451	Introduction to Networks - CISCO	4 OR
CIST xxx	CISCO Switching, Routing & Wireless Ess.	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Enterprise Networking, Security & Autom.	4
CIST xxxx	Guided Electives	4

54 minimum semester hour credits required for graduation

PRACTICAL NURSING (PN12)

(Replaces PN04)

Program Description:

The Practical Nursing diploma program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety

of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse. The PN12 program is a diploma program to be implemented with new cohorts of students beginning Fall 2011 and beyond. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen in order to be placed in a clinical health care facility to complete the clinical rotations of their educational training.

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.

CURRICULUM

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
	OCCUPATIONAL COURSES	
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030	Nursing Fundamentals	6
PNSG 2035	Nursing Fundamentals Clinical	2
PNSG 2210	Medical-Surgical Nursing I	4
PNSG 2220	Medical-Surgical Nursing II	4
PNSG 2230	Medical-Surgical Nursing III	4
PNSG 2240	Medical-Surgical Nursing IV	4
PNSG 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

57 minimum semester 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.

PRECISION MACHINING AND MANUFACTURING (MTT2)

(Replaces MT02)

Program Description:

The Precision Machining and Manufacturing 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 Precision Machining and Manufacturing 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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1020	Heat Treatment & Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

AMCA 2110	CNC Fundamentals	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
XXXX xxxx	Occupational Elective	3

Select either MCHT class or both MATH classes:

MCHT 1013	Machine Tool Math	3
	OR	
MATH 1013	Algebraic Concepts	3
	AND	
MATH 1015	Geometry and Trigonometry	3

45 minimum semester hour credits required for graduation

SPORTS AND FITNESS MANAGEMENT (RA12)

(Replaces RAL2)

Program Description:

The Sports and Fitness/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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
COMP 1000	Introduction to Computer Literacy	3
RELM 2010	Introduction To Sports &	

	Fitness Management	3
RELM 2020	Recreation Leadership & Supervision	3
RELM 2030	Sports and Fitness Facility Management & Design	3
RELM 2040	Program Planning in Sports and Fitness	3
RELM 2050	Sports and Fitness Management Internship	2
XXXX xxxx	Occupational Electives	24
XXXX xxxx	Sport Electives	4
	SPORT ELECTIVES COURSES	
RELM 2042	Beginning Tennis	2
RELM 2043	Weight Training	2
RELM 2045	Beginning Golf	2
RELM 2046	Volleyball	2

53 minimum semester hour credits required for graduation

WELDING AND JOINING TECHNOLOGY (WAJ2)

(Replaces WJ02)

Program Description:

The Welding and Joining diploma 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.

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

COURSE NO.	GENERAL CORE COURSES	CREDITS
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

EMPL 1000	Interpersonal Relations and Professional Development	2
	OCCUPATIONAL COURSES	
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1030	Blueprint Reading for Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	4
WELD xxxx	Occupational Elective	6
	OCCUPATIONAL ELECTIVES	
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	4
WELD 1153	Flux Cored Arc Welding	4
WELD 1154	Plasma Cutting	3
WELD 1156	Ornamental Iron Works	4
WELD 1330	Metal Welding and Cutting Techniques	2
WELD 1500	Welding and Joining Technology Practicum/Internship	3

54 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. The certificate prepares students for the MOS: Microsoft Office Word Certification testing.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
XXXX xxxx	Guided Elective	6

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MATH 1013	Algebraic Concepts	3
DFTG 1105	3D Mechanical Modeling	4
DFTG 1111	Fasteners	4

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	4
AIRC 2080	Commercial Refrigeration Application	4
AIRC 2090	Troubleshooting & Servicing Commercial Refrigeration	4

12 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 advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the advanced 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 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AIRC 2040	Residential Systems Design	4
AIRC 2050	Georgia State and Local Residential Air Conditioning Codes	4
AIRC 2060	Air Distribution Systems for Residential Air Conditioning	4

12 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4

12 minimum semester hour credits required for certificate

AIR CONDITIONING ELECTRICAL TECHNICIAN (ACK1)

(Replaces AIR1)

Program Description:

The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity

related to installation, service, and maintenance of electrical systems.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4

12 minimum semester hour credits required for certificate

AIR CONDITIONING REPAIR SPECIALIST (ACY1)

(Replaces AI01)

Program Description:

The Air Conditioning Repair Specialist TCC is a series of courses designed to prepare students for positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provide for the necessary skills to support industry requirements.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4

20 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ASTT 1010	Basic Blueprint Reading	4
ASTT 1030	Structural Fundamentals	6
	AND Choose one of the following:	
ASTT 1020	Aircraft Blueprint Reading	3
ASTT 1070	Aerodynamics	2

12 minimum semester hour credits required for certificate

ALTERNATIVE ENERGY FUNDAMENTALS (AE21)

(Replaces AEF1)

Program Description:

The Alternative Energy Fundamentals technical certificate of credit is designed to prepare students for employment in emerging green technology fields including solar power, wind power, fuel cell technology, bio-fuel technology, and other power saving/ producing electrical technologies. Program graduates receive a technical certificate of credit.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
	Select <u>one</u> math course:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
	OR	
MATH 1111	College Algebra	3
ELCR 1030	Solid State Devices	5
ALET 1390	Alternative Energy & Green Tech. Systems	3

24 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7

9 minimum semester hour credits required for certificate

AUTOMOTIVE CHASSIS AND CLIMATE CONTROL SPECIALIST (AC71)

Program Description:

The Automotive Chassis and Climate Control Specialist certificate program provides students with skills needed to enter the automotive industry as an entry level chassis and climate control tehcnician. Topics covered include: shop saftey, basic electrical / electronic theory and diagnosis, chasis compontents and types, steering system components and and service, alignment theory and procedures, brake system operation and repair, and the theory, operation, and servicing of automotive climate control systems.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering	4
AUTT 1060	Automotive Climate Control Systems	5

22 minimum semester hour credits required for certificate

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1060	Automotive Climate Control Systems	5

14 minimum semester hour credits required for certificate

AUTOMOTIVE COLLISION REPAIR ASSISTANT I (AB51)

(Replaces 5DV1)

Program Description:

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

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair & Replacement	4
ACRP 1015	Fundamentals of Automotive Welding	4

12 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS

ACRP 1010	Foundations of Collision Repair	5
ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1040	Automotive Engine Performance	7

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2010	Automotive Engine Repair	6

15 minimum semester hour credits required for certificate

AUTOMOTIVE REFINISING ASSISTANT I (ARA1)

(Replaces 5DW1)

Program Description:

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

and glass replacements.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair & Replacement	4
ACRP 1010	Foundations of Collision Repair	5

13 minimum semester hour credits required for certificate

AUTOMOTIVE REFINISING ASSISTANT II (AP71)

(Replaces 5DX1)

Program Description:

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

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ACRP 2001	Introduction to Auto Painting & Refinishing	5
ACRP 2002	Painting & Refinishing Techniques	5

10 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AVMT 1001	Aviation Mathematics	2
AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1031	Aircraft Electricity & Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2021	Aircraft Airframe Sheet Metal	4
AVMT 2026	Non-Metallic Structures	3
AVMT 2041	Airframe Assembly & Rigging	2
AVMT 2061	Aircraft Hydraulic & Pneumatic Systems	2
AVMT 2071	Aircraft Landing Gear Systems	4
AVMT 2096	Aircraft Communication and Navigation Systems	3
AVMT 2081	Aircraft Environmental Control Systems	3
AVMT 2086	Aircraft Fuel & Instrument Systems	3
AVMT 2091	Aircraft Electrical Systems	5
AVMT 2211	Reciprocating Engine PowerPlants	4
AVMT 2051	Airframe Inspection	4
AVMT 2231	Gas Turbine Powerplants I	4
AVMT 2251	Aircraft Engine Inspection	2
AVMT 2261	Aircraft Engine Fuel & Fuel Metering Systems	4
AVMT 2271	Powerplant Instruments, Fire Protection & Electrical Systems	3
AVMT 2276	Powerplant Ignition & Starting Systems	4
AVMT 2281	Aircraft Powerplant Accessory Systems	3
AVMT 2286	Aircraft Propeller Systems	3

81 minimum semester hour credits required for certificate

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AVMT 1001	Aviation Mathematics	2
AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1031	Aircraft Electricity & Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2021	Airframe Sheet Metal	4
AVMT 2026	Airframe Non-Metallic Structures	3
AVMT 2041	Airframe Assembly & Rigging	2
AVMT 2061	Aircraft Hydraulic & Pneumatic Systems	2
AVMT 2071	Aircraft Landing Gear Systems	4
AVMT 2095	Aircraft Communication & Navigation Systems	2
AVMT 2051	Airframe Inspection	4
AVMT 2081	Aircraft Environmental Control Systems	3
AVMT 2086	Aircraft Fuel & Instrument Sys.	3
AVMT 2091	Aircraft Electrical Systems	5

49 minimum semester hour credits required for certificate

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AVMT 1001	Aviation Mathematics	2
AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1035	Aircraft Electricity & Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2220	Reciprocating Engine PowerPlants II	4
AVMT 2231	Gas Turbine Power Plants	4
AVMT 2261	Aircraft Engine Fuel & Fuel Metering Systems	4
AVMT 2271	Power Plant Instruments, Fire Protection & Electrical Systems	3
AVMT 2276	Power Plant Ignition & Starting Systems	4
AVMT 2281	Aircraft Power Plant Accessory Systems	3

AVMT 2286	Aircraft Propeller Systems	3

48 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
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 Sys	5
AVIO 1080	Navigation Systems	5
AVIO 1090	Flight Director & Autopilot Sys.	4

33 minimum semester hour credits required for certificate

BARBERING ASSISTANT (BA71)

Program Description:

The Barbering Assistant technical certificate program provides training to prepare students to work as a Barbering Apprentice at a Barber shop.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science, Sterilization, Sanitation, & Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Haircutting and Shampooing II	3
BARB 1030	Haircutting/Basic Styling	3
XXXX xxxx	Guided Elective	2

17 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Haircutting & Shampooing I	3
BARB 1024	Haircutting & Shampooing II	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1100	Barber/Styling Practicum and Internship	3

21 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MATH 1012	Foundations of Mathematics	3
IDFC 1007	Industrial Safety Procedures	2

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
	Select one of the following DC courses:	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses:	
IDFC 1012	Alternating Current 1	3
IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3

13 minimum semester hour credits required for certificate

BASIC ELECTRONIC ASSEMBLER (BE41)

(Replaces 0B01)

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
	Choose one of the following math courses:	
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
	OR	
MATH 1111	College Algebra	3
ELCR 1005	Soldering Technology	1
ELCR 1010	Direct Current Circuits	6

10 minimum semester hour credits required for certificate

BASIC ELECTRONICS TECHNICIAN (BB71)

(Replaces BL01)

Program Description:

The Basic Electronics Technician Certificate will give students a basic understanding of electronic circuits. Students will take course on DC Circuits, AC circuits and Soldering techniques. This will prepare students for a career as an Electrician Technician 1 or equivalent.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ELCR 1005	Soldering Technology	1

ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7

14 minimum semester hour credits required for certificate

BASIC GRINDING OPERATIONS (BG01)

Program Description:
The Basic Grinding Operator certificate program provides students with the basic skills necessary to use precision grinding machines safely in the manufacturing of parts typically produced using this method. Students will acquire the knowledge and skills to correctly interpret engineering drawings, blueprints, sketches, and use precision measuring instruments to ensure accuracy in producing parts.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1020	Heat Treatment and Surface Grinding	4

11 minimum semester hour credits required for certificate

BASIC HEAVY EQUIPMENT OPERATOR (BHE1)

Program Description:
The Basic Heavy Equipment Operator technical certificate of credit program provides the skills necessary for program completers to obtain entry-level employment in the area of equipment operations. Topics include: safety, equipment care and maintenance, heavy equipment use in construction and infrastructure, basic earth moving, and grading.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
EQOP 1000	Introduction to Heavy Equipment Safety	3
EQOP 1001	Introduction to Heavy Equipment	3
EQOP 1002	Heavy Equipment Operation Basics	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
LETA 1010	Health & Life Safety for Basic Law Enforcement	2
LETA 1012	Ethics & Liability for Basic Law Enforcement	2
LETA 1014	Firearms Training for Basic Law Enforcement	4
LETA 1016	Emergency Vehicle Operations for Basic Law Enforcement	4
LETA 1018	Defensive Tactics for Basic Law Enforcement	2
LETA 1020	Police Patrol Operations for Basic Law Enforcement	4
LETA 1022	Methods of Criminal Investigation for Basic Law Enforcement	4
LETA 1024	Criminal Law for Criminal Justice for Basic Law Enforcement	4
LETA 1026	Criminal Procedure for Basic Law Enforcement	4
LETA 1028	Police Traffic Control & Investigation for Basic Law Enforcement	3
LETA 1030	Principles of Law Enforcement for Basic Law Enforcement	3

LETA 1032	Introduction to Criminal Justice for Basic Law Enforcement	3
LETA 1034	Constitutional Law for Criminal Justice for Basic Law Enforcement	3

42 minimum semester hour credits required for certificate

BASIC MACHINING OPERATOR (BM01)

Program Description:
The Basic Machining Operator Certificate prepares student for entry level machine shop employment by providing the knowledge and skills.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1013	Machine Tool Math	3
MCHT 1020	Heat Treatment & Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

22 minimum semester hour credits required for certificate

BASIC POST CERTIFICATION (BPC1)

Program Description:
Entry level POST certified police officer.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
LETA 1011	Introduction to Law Enforcement for POST Certification	2
LETA 1017	Law Enforcement Skills for Basic POST Certification	2
LETA 1023	Investigative Services for Basic POST Certification	4
LETA 1027	Law Enforcement Procedures for Basic POST Certification	3
LETA 1029	Traffic Services for Basic POST Certification	3
LETA 1031	Community Relations for Basic POST Certification	3
LETA 1035	Criminal Law for Basic POST Certification	3
LETA 1037	Emergency Vehicle Operation Course for Basic POST Certification	2
LETA 1039	Firearms Training for Basic Post Certification	4

26 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4

12 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
	Choose one of the following specializations:	
	MECHANICAL DRAFTING	
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	4
DFTG 1109	Auxiliary Views/Srvace Development	4
	OR	
	ARCHITECTURAL DRAFTING	
DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4

20 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG xxxx	Occupational Elective	3

11 minimum semester hour credits required for certificate

CATERING SPECIALIST (CS61)

(Replaces CTG1)

Program Description:

The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupation 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CULL 1110	Culinary Safety and Sanitation	2
CULL 1120	Principles of Cooking	6
CULL 1220	Baking Principles	5
CULL 1129	Fundamentals of Restaurant Operations	4
CULL 1320	Grade Manager	4
CULL 2160	Contemporary Cuisine	4

25 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ECCE 1101	Intro to Early Childhood Care/Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1125	Professionalism Through CDA Certificate Preparation	2

11 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COFC 1011	Overview of Building Construction Practices	3
COFC 1020	Professional Tool Use and Safety	3
COFC 1050	Construction Print Reading Fundamentals	3

9 minimum semester hour credits required for certificate

CERTIFIED CUSTOMER SERVICE SPECIALIST (CC81)

(Replaces CSA1)

Program Description:

The Certified Customer Service Specialist program provides training in the core interpersonal and technical skill required to deliver exceptional customer service in a broad range of customer contact jobs.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MKTG 1161	Service Industry Business Environment	2
MKTG 1162	Customer Contact Skills	4
MKTG 1163	Computer Skills for Customer Service	2
MKTG 1164	Business Skills for the Customer	2
MKTG 1165	Personal Effectiveness in Customer Service	1

11 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
	Select one of the following courses:	
ECCE 1121	Early Childhood Care and Education Practicum	3
EMPL 1000	Interpersonal Relations and Professional Development	2

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
	CISCO EXPLORATION	
CIST 2451	Introduction to Networking - CISCO	4
CIST 2452	Cisco Switching, Routing & Wireless Essen.	4
CIST 2453	Enterprise Networking, Security & Auto.	4
CIST XXXX	Guided Elective	4

16 minimum semester hour credits required for certificate

CNC OPERATOR (CG71)

Program Description:

The TCC introduces the fundamental concepts and produces necessary for the safe and efficient use of basic machine tools, provides the fundamental concepts to interpret drawings and procedure sketches for machining application, and provides a comprehensive introduction to CNC machining processing.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AMCA 2010	Advanced Milling I	4
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1510	Machine Tool Internship	3

14 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	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2170	CNC Practical Applications	4
AMCA 2190	CAD/CAM Programming	4

22 minimum semester hour credits required for certificate

COMMERCIAL TRUCK DRIVING - CLASS A (CT61)

(Replaces TU01)

Program Description:

The Commercial Truck Driving Class A certificate program provides basic training in the principles and skills of commercial truck operations. Safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commerical vehicle safely on public roads through a variety of maneuvers. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CTDL 1010	Fundamentals of Commercial Driving	3
	Select one of the following:	
CTDL 1021	Combination Vehicle Basic Operation and Range Work	3
CTDL 1022	Commercial Driving Training Internshi I	3
	Select one of the following courses:	
CTDL 1031	Combination Vehicle Advanced Operations	3
CTDL 1032	Commercial Driving Internship II	3
CTDL 1035	Combination Vehicle Advanced Operations/ Automatic Restrictions	3

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.

COMMERCIAL WIRING (CW31)

(Replaces CW01)

Program Description:

The Commercial Wiring Technical Certificate of Credit provides instruction in the knowledge and skills necessary to preform wiring functions in a commercial setting. Topics include safety practices, blueprint and schematic reading and interpretation, and wiring and practices.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
IDFC 1007	Industrial Safety Procedures	2
	Select one of the following DC courses:	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses:	
IDFC 1012	Alternating Current 1	3
IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3 AND
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3

18 minimum semester hour credits required for certificate

COMP TIA A+ CERTIFIED TECHNICIAN 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST xxxx	CIS Operating System Course	3
CIST xxxx	CIS Elective	4

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
ACCT 1120	Spreadsheet Applications	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
XXXX xxxx	Electives	3

21 minimum semester hour credits required for certificate

COSMETOLOGY FOR LICENSURE (CGL1)

Program Description:
The Master Cosmetology program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and

nail care, hair coloring, hair lightening, reception, sales, management, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates will receive a Cosmetology for Licensure and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

PROGRAM LENGTH: 3 Terms

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care & Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2

44 minimum semester hour credits required for certificate

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COSM 2000	Instructional Theory and Documentation	4
COSM 2010	Salon Management	3
COSM 2020	Principles of Teaching	3
COSM 2030	Lesson Plans	3
COSM 2040	Classroom Management	3
COSM 2050	Instruction and Evaluation	2

COSM 2060	Practicum I	3
COSM 2070	Practicum II	3

24 minimum semester hour credits required for certificate

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

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3

12 minimum semester hour credits required for certificate

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3

15 minimum semester hour credits required for certificate

CYBERSECURITY FUNDAMENTALS (CW71)

Program Description:
The Cybersecurity Fundamentals certificate is a sequence of courses designed to provide students with an understanding of the fundamental concepts, principles and techniques required in computer information processing. Completion of the certificate will prepare students to either continue more advanced studies in cybersecurity leading toward a diploma or AAS degree or broaden their current computer information knowledge base.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking	4
CIST 1601	Computer Networking Fundamentals	3
CIST 1602	Information Security Fundamentals	3

18 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MATH 1012	Foundations of Mathematics	3
COMP 1000	Introduction to Computer Literacy	3
BUSN 1210	Electronic Calculators	2
BUSN 1440	Document Production	4
XXXX xxxx	Occupational Guided Elective	3

15 minimum semester hour credits required for certificate

DIESEL ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN (DE11)

(Replaces 5BX1)

Program Description:
The Diesel Electrical and Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronic systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
DIET 1000	Introduction to Diesel Technology, Tools, & Safety	3
	Select one of the following options:	
DIET 1010	Diesel Electrical & Electronic Systems	7
	OR	
DIET 1011	Diesel Electrical & Electronic Systems I	4
	AND	
DIET 1012	Diesel Electrical & Electronic Systems II	3

10 minimum semester hour credits required for certificate

DIESEL ENGINE SERVICE TECHNICIAN (DE21)

(Replaces 5BV1)

Program Description:
The Diesel Engine Service Technician certificate program provides the student with the training to become an entry level diesel engine service technician. The topics covered include diesel shop safety, tools and equipment, diesel electrical/electronic systems, and diesel engines and

support systems.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
DIET 1000	Introduction to Diesel Technology, Tools, & Safety	3
	Select one of the following options:	
DIET 1010	Diesel Electrical & Electronic Systems	7
	OR	
DIET 1011	Diesel Electrical & Electronic Systems I	4
	AND	
DIET 1012	Diesel Electrical & Electronic Systems II	3
	AND	
	Select one of the following options:	
DIET 1030	Diesel Engines	6
	OR	
DIET 1031	Diesel Engine Repair	3
	AND	
DIET 1032	Diesel Engine Support Systems	3

16 minimum semester hour credits required for certificate

DIESEL TRUCK MAINTENANCE TECHNICIAN (DTM1)

(Replaces DEM1)

Program Description:

The Diesel Truck Maintenance Technician certificate program provides training in the essential knowledge, skills, and attitudes necessary for employment as a maintenance technician on semi-trucks, trailers, or other diesel equipment. The topics covered include diesel shop safety tools and equipment, preventative maintenance procedures, truck brake systems, and truck drive trains.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
DIET 1000	Introduction to Diesel Technology, Tools, & Safety	3
DIET 1010	Diesel Electronic & Electronic Systems	7
DIET 1020	Preventative Maintenance	5
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	4

23 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
XXXX xxxx	Occupational Elective	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3

9 minimum semester hour credits required for certificate

EARLY COLLEGE ESSENTIALS (EC21)

Program Description:
This Technical Certificate of Credit is designed for a cooperative agreement between technical colleges and four-year colleges/universities in the area. These students have been identified as capable of performing academically at the college level and some are disengaged at the high school and are at risk of dropping out.

PROGRAM LENGTH: 2 TERMS

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
	Select one three-hour elective	
ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
	Humanities (choose ONE class)	
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
MUSC 1101	Music Appreciation	3
	Mathematics (Choose ONE class)	
MATH 1111	College Algebra	3
MATH 1103	Quantitative Skills & Reasoning	3
	Select ONE Science and Corresponding Lab (4hrs)	
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2117	Intro to Microbiology	3
BIOL 2117L	Intro to Microbiology Lab	1

18 minimum semester hour credits required for certificate

ELECTRICAL CONTRACTING TECHNICIAN (ECL1)

(Replaces ELN1)

Program Description:

The Electrical Contracting Technician Technical Certificate of Credit is a sequence of courses designed to prepare students for careers in residential and commercial electrical industries. The program emphasizes a combination of theory and practical application necessary for successful employment.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
	Select one of the following DC courses:	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses:	
IDFC 1012	Alternating Current 1	3
IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
	AND	

ELTR 1180	Electrical Controls	4
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3

26 minimum semester hour credits required for certificate

ELECTRICAL LINEWORKER (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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ELCR 1800	Electrical Lineworker Organization Principles	3
ELCR 1820	Electrical Lineworker Workplace Skills	2
ELCR 1840	Electrical Lineworker Automation Skills	2
ELCR 1860	Electrical Lineworker Occupational Skills	5

12 minimum semester hour credits required for certificate

ELECTRICAL MAINTENANCE TECHNICIAN (EM81)

(Replaces ELM1)

Program Description:

The Electrical Maintenance Technician Technical Certificate of Credit provides instruction in industrial systems electrical inspection, maintenance, service, and repair. Topics include DC and AC fundamentals, motor controls, magnetic starters and braking systems, PLCs, and industrial wiring procedures.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
	Select one of the following DC courses:	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses:	
IDFC 1012	Alternating Current 1	3
IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
	AND	
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4

18 minimum semester hour credits required for certificate

ELECTRICAL TECHNICIAN (ET51)

(Replaces LL01)

Program Description:

The Electrical Technician Certificate of Credit provides training in basic electrical wiring skills enabling students to gain entry level employment in the construction and the maintenance industry. Topics include basic electrical principles and practices, blueprint interpretation, industrial safety procedures, and residential wiring operations.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MATH 1012	Foundations of Mathematics	3
IDFC 1007	Industrial Safety Procedures	2
	Select one of the following DC courses:	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses:	
IDFC 1012	Alternating Current 1	3
IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
	AND	
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3

19 minimum semester hour credits required for certificate

ELECTRICAL VEHICLE PROFESSIONAL (EVP1)

Program Description:

The Electric Vehicle Professional Technical Certificate of Credit was designed in conjunction with Hyundai subject matter experts to provide students with the knowledge and skill to prepare them for entry level employment in the electrical vehicle production industry. Emphasis is placed on safe and effective automotive shop operations, automotive electrical principles, and operation and service procedures for EV and Hybrid vehicles. This certificate prepares the student to enter into the electrical vehicle production industry with basic knowledge.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AUTT 1010	Automotive Technology Introduction (201003)	2
AUTT 1015	Automotive Electrical Principles (202312)	3
AUTT 2105	Introduction to EV/Hybrid Vehicles and Safety Protocols	3

8 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1

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.

ENTREPRENEURSHIP (EN11)

(Replaces 5CC1)

Program Description:

This program generally prepares individuals to perform development, marketing, and management functions associated with owning and operating a business.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MKTG 1130	Business Regulations & Compliance	3
MKTG 2210	Entrepreneurship	6

	Select one of the following courses:	
MGMT 1100	Principles of Management	3
	OR	
MKTG 2010	Small Business Management	3

12 minimum semester hour credits required for certificate

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
HORT 1000	Horticulture Science	3
HORT 1050	Nursery Production and Management	4
HORT 1070	Landscape Installation	4
HORT 1080	Pest Management	3
HORT 1310	Irrigation & Water Management	4

18 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1153	Flux Cored Arc Welding	4
WELD XXXX	Occupational Elective	3

15 minimum semester hour credits required for certificate

FOOD PRODUCTION WORKER I (FPW1)

(Replaces 5AB1)

Program Description:

The Food Production Worker I technical certificate of credit is designed to provide basic entry-level skills for employment in the food service industry as prep cooks and banquet/ service prep workers.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitations	2
CUUL 1120	Principles of Cooking	6
CUUL 1129	Fundamentals of Restaurant Operations	4

16 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
HORT 1010	Woody Plant Identification I	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1140	Horticulture Business Management	3
HORT 1080	Pest Management	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1090	Gas Metal Arc Welding	4
WELD XXXX	Occupational Elective	3

15 minimum semester hour credits required for certificate

GAS TUNGSTEN ARC WELDER (GTA1)

(Replaces 5BT1)

Program Description:

The Gas Tungsten Arc Welder Technical Certificate of Credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD XXXX	Occupational Elective	3

15 minimum semester hour credits required for certificate

HAIR DESIGNER (HD21)

Program Description:

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

Program Length: 3 Terms

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care & Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3

36 minimum semester hour credits required for graduation

HEALTH CARE ASSISTANT (HA21)

(Replaces 5CJ1)

Program Description:

The Health Care Assistant of Credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as the technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Fundamentals of Mathematics	3
PSYC 1010	Basic Psychology	3
ALHS 1011	Structure and Function of Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

AND

Select one of the following Specializations:

MEDICAL ASSISTING SPECIALIZATION

Select one of the following Groups:

GROUP 1:

ALHS 1060	Diet & Nutrition for Allied Health Sciences	2
BUSN 1100	Introduction to Keyboarding	3
BUSN 1440	Document Production	4

GROUP 2:

BUSN 1440	Document Production	4
MAST 1060	Medical Office Procedures	4

MEDICAL FRONT OFFICE SPECIALIZATION

Select one of the following Groups:

GROUP 1:

BUSN 1440	Document Production	4
MAST 1100	Medical Insurance Management	2

GROUP 2:

BUSN 1440	Document Production	4
BUSN 2340	Healthcare Administrative Procedures	4

MEDICAL OFFICE SUPPORT SPECIALIST SPECIALIZATION

MAST 1010	Legal & Ethical Concerns in Medical Office	2
MAST 1060	Medical Office Procedures	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3

NURSE AID SPECIALIZATION

Select one of the following Groups:

GROUP 1:

NAST 1100	Nurse Aide Fundamentals	6

ALHS 1060	Diet & Nutrition for Allied Health Sciences	2
GROUP 2:		
ALHS 1060	Diet & Nutrition for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6
PNSG 2010	Introduction to Pharmacology and Clinical Calculations	2

PHLEBOTOMY SPECIALIZATION
Select one of the following Groups:

GROUP 1:		
EMPL 1000	Interpersonal Relations and Professional Development	2
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	4
GROUP 2:		
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5

30 minimum semester hour credits required for certificate

HEATING AND AIR CONDITIONING INSTALLATION TECHNICIAN (HAA1)

(Replaces HAC1)

Program Description:

The Heating and Air Conditioning Installing Technician TCC prepared students for careers in the installation of heating and air conditioning systems. Emphasis is placed on the theory and practical application skills necessary to provide the skills for successful employment.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1060	Air Conditioning Systems Application and Installation	4

12 minimum semester hour credits required for certificate

HEAVY DIESEL SERVICE TECHNICIAN (HD31)

(Replaces HVD1)

Program Description:

The Heavy Diesel Service Technician certificate program provides training in both theory, diagnosis, and repair of basic systems on diesel engines and diesel equipment. Program instruction includes shop safety, ship equipment, diesel engines and fuel systems, electrical and electronic systems, off road power trains, and heavy equipment hydraulics. Successful completion of this program will prepare the student for entering industry as an entry level diesel service technician.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
DIET 1000	Introduction to Diesel Technology, Tools, & Safety	3
DIET 1010	Diesel Electronic & Electronic Systems	7
DIET 1030	Diesel Engines	6
DIET 2001	Heavy Equipment Hydraulics	6
DIET 2011	Off Road Drivelines	6
	Select one of the following courses:	
DIET 1040	Diesel Truck & Heavy Equipment HVAC Systems	3
	OR	
DIET 1050	Diesel Equipment Technology Internship	4

31 minimum semester hour credits required for certificate

HELP DESK SPECIALIST (HD41)

(Replaces 5BM1)

Program Description:

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

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
XXXX xxxx	CIST Operating Systems Elective	3
CIST 2130	Desktop Support Concepts	3
CIST XXXX	Occupational Elective	4
	Choose one of the following:	
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Networking Fundamentals	4

25 minimum semester hour credits required for certificate

HORTICULTURAL PESTICIDE APPLICATOR (HP21)

(Replaces HPA2)

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
HORT 1000	Horticulture Science	3
HORT 1010	Woody Plant Identification I	3
HORT 1080	Pest Management	3
HORT 1330	Turfgrass Management	4

13 minimum semester hour credits required for certificate

INDUSTRIAL ELECTRICAL CONTROLS (IE31)

(Replaces IEC1)

Program Description:

The Industrial Electrical Controls Technical Certificate of Credit prepares students for and entry level position in a commercial industrial environment in which electrical controls are utilized. Emphasis is placed on electrical theory, electric motors, and programmable logic controllers.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MATH 1012	Foundations of Mathematics	3
IDFC 1007	Industrial Safety Procedures	2
ELTR 1180	Electrical Controls	4
ELTR 1220	Industrial PLCs	4
	Choose one of the following:	
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

16 minimum quarter hour credits required for certificate

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDSY 1130	Industrial Wiring	4
	Select one of the following DC courses:	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses:	
IDFC 1012	Alternating Current 1	3
IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3

10 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power and Piping Systems	4
IDSY 1195	Pumps & Piping Systems	3

11 minimum semester hour credits required for certificate

INDUSTRIAL MAINTENANCE ASSISTANT (IM11)

Program Description:

The objective of this program is to provide students with the opportunity to enter the workforce area of industry specialized in areas of industrial mechanical, hydraulic, and pneumatic systems.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDFC 1007	Industrial Safety Procedures	2
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1170	Industrial Mechanics	4

13 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDSY 1110	Industrial Motor Controls I	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1130	Industrial Wiring	4

12 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3

13 minimum semester hour credits required for certificate

LANDSCAPE SPECIALIST (LS11)

(Replaces 5AE1)

Program Description:
Prepare individuals for challenging careers in the expanding field of Landscaping. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
HORT 1000	Horticulture Science	3
HORT 1010	Woody Plant Identification I	3
HORT 1070	Landscape Installation	4
HORT 1080	Pest Management	3
HORT 1120	Landscape Management	4

17 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1119	Lathe Operations I	4

MCHT 1219	Lathe Operations II	4

15 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
HORT 1070	Landscape Installation	4
HORT 1080	Pest Management	3
	Select one of the following courses:	
HORT 1000	Horticulture Science	3
HORT 1410	Soils	3

10 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AIRC 2005	Design and Application of Light Commercial Air Conditioning	4
AIRC 2010	Light Commercial Air Conditioning Control Systems	4
AIRC 2020	Light Commercial Air Conditioning Systems Operation	4

12 minimum semester hour credits required for certificate

MANUFACTURING MAINTENANCE FUNDAMENTALS (MM11)

(Replaces MMF1)

Program Description:

The Manufacturing Maintenance Fundamentals Technical Certificate of Credit provides training to assist students employed in a variety of positions within the industrial equipment maintenance field to develop new or reinforce existing skills.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDFC 1007	Industrial Safety Procedures	2
MATH 1012	Foundations of Mathematics	3
MCHT 1012	Print Reading for Machine Tool	3
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps & Piping Systesm	3
	Select one of the following DC courses:	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses:	
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3
IDSY 1105	AC Circuit Analysis	3

25 minimum semester hour credits required for certificate

MARKETING SPECIALIST (MS21)

(Replaces 5CF1)

Program Description:

The marketing specialist program prepares individuals to execute a company's marketing plans.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communication	3
MKTG xxxx	Occupational Elective	3

12 minimum semester hour credits required for certificate

MASTER BARBER (BA31)

Program Description:

The Barbering program is a sequence of courses that prepares students for careers in the field of barbering. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, haircutting techniques, shaving, skin care, reception, sales, and management. The curriculum meets state licensing requirements of the Georgia State Board of Barbering. The program graduate receives a Barbering II certificate and is employable as a barber, salon/shop manager, or a salon/shop owner.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Shampooing	3
BARB 1024	Basic Haircutting	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1050	Science: Anatomy and Physiology	3
BARB 1060	Introduction to Color Theory/Color Application	3
BARB 1072	Chemical Permanent Waving Services	3
BARB 1074	Chemical Hair Relaxers Services	3
BARB 1082	Practicum I	4
BARB 1084	Practicum II	4
BARB 1090	Facial and Facial Treatments	4
BARB 1100	Live Work Practicum	4
BARB 1110	Shop Management/Ownership	4

50 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 Computer Literacy	3
ALHS 1011	Structure & 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	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	Structure & Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ENGL 1010	Fundamentals of English I	3
MAST 1120	Human Diseases	3
MAST 1510	Medical Billing and Coding I	2
MAST 1520	Medical Billing and Coding II	3
MAST 1530	Medical Procedural Coding	2
BUSN 1440	Document Production	4

24 minimum quarter hour credits required for certificate

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ENGL 1010	Fundaments of English I	3
COMP 1000	Introduction to Computer Literacy	3
BUSN 1440	Document Production	4
BUSN 2340	Healthcare Administrative Procedures	4
ALHS 1090	Medical Terminology for Allied Heath Sciences	2
XXXX xxxx	Guided Electives	6

22 minimum semester hour credits required for certificate

MEDICAL RECEPTIONIST (MR51)

(Replaces MRT1)

Program Description:

The Medical Receptionist, TCC program prepares students for employment in a variety of positions in today's medical offices. This 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. Students that complete the program receive a Technical Certificate of Credit as Medical Receptionist.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ALHS 1090	Medical Terminology for Allied Health Sciences	2
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1060	Medical Office Procedures	4
ALHS 1040	Introduction to Health Care	3
	AND	
	Select one of the following groups:	
	GROUP 1:	
COMP 1000	Introduction to Computer Literacy	3
BUSN 1440	Document Production	4
	OR	
	GROUP 2:	
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3

16 minimum semester hour credits required for certificate

MICROSOFT EXCEL APPLICATION SPECIALIST (ME21)

(Replaces 5AU1)

Program Description:

The certificate program provides students with the knowledge and skill to perform intermediate and advanced Microsoft Excel. Prepares students with skills necessary to obtain the expert user certification.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computers Literacy	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST xxxx	Occupational Elective	3

9 minimum semester hour credits required for certificate

MICROSOFT NETWORK ADMINISTRATOR (MS11)

Program Description:

The Microsoft Network Administrator Certificate provides training in Microsoft networking. This certificate will prepare the student or an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking Infrastructure. This certificate prepares the student for industry-recognized Microsoft Networking certifications. Hands-on labs provide student with real world simulations.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation & Maintenance	4
CIST 2413	Microsoft Server Networking	4
	Select one of the following:	
CIST 2414	Windows Server Identity Services	4
CIST 2420	Microsoft Exchange Server	4

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
XXXX xxxx	Guided Electives	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
CIST 2126	Comprehensive Presentations and E-Mail Techniques	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4

16 minimum semester hour credits required for certificate

MICROSOFT WORD APPLICATION PROFESSIONAL (MWA1)

(Replaces 5CH1)

Program Description:

The certificate program provides students with the knowledge and skills to perform word processing applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
XXXX xxxs	Guided Elective	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1120	Mill Operation I	4
MCHT 1220	Mill Operations II	4

15 minimum semester hour credits required for certificate

MOTORCYCLE MAINTENANCE TECHNICIAN (MM61)

(Replaces MSN1)

Program Description:

The Motorcycle Maintenance Technician certificate program is a single semester sequence of courses that prepares student to obtain entry level maintenance positions in the power sports service industry. The program emphasizes a combination of mechanical theory and practical experience relative to the maintenance of power sports equipment. Topics include shop safety, basic electrical theory, wheels and tires, precision measuring, valve adjustments, and battery service.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MCST 1000	Introduction to Motorcycle Technology	4
MCST 1110	Motorcycle Maintenance	5

9 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MSVT 1000	Introduction to Motorsports and Race Vehicle Systems	3
MSVT 1020	Motorsports Machine Tool	4
MSVT 1030	Motorsports Welding	3
MSVT 1050	Fabrication Techniques	6
MSVT 2020	Race Car Preparation and Testing	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MSVT 1000	Introduction to Motorsports and Race Vehicle Systems	3
MSVT 1020	Motorsports Machine Tool	4
MSVT 2010	Engine Design, Building and Testing	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MSVT 1000	Introduction to Motorsports and Race Vehicle Systems	3
MSVT 1020	Motorsports Machine Tool	4
MSVT 1030	Motorsports Welding	3
MSVT 1050	Fabrication Techniques	6
MSVT 2005	Body and Chassis Design and Fabrication	5

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1120	Salon Management	3
COSM 1180	Natural Nail Practicum	3
COSM 1190	Advanced Nail Practicum I	3
COSM 1200	Advanced Nail Practicum II	3

19 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation & Maintenance	4
CIST xxxx	CIS Operating Systems Elective	3
CIST 2411	Microsoft Client	4
CIST 2414	Windows Server Identity Services	4
	Select ONE of the following:	
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Networking Fundamentals	4
XXXX xxxx	Electives	3

32 minimum semester hour credits required for certificate

NETWORK SUPPORT SPECIALIST (NS31)

(Replaces NST1)

Program Description:

This Certificate program provides basic training in networking support. Students are introduced to the basic networking support skills. Upon graduation, student will be able to maintain networks using Windows networking software.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
CIST XXXX	Operating System Elective	3
	Select one of the following:	
CIST 1401	Computer Networking Fundamentals	4
CIST 2412	Microsoft Server Installation & Maintenance	4

10 minimum semester hour credits required for certificate

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CIST 1001	Computer Concepts	4
CIST XXXX	Operating Systems Elective	3

CIST 1401	Computer Networking Fundamentals	4
COMP 1000	Introduction to Computer Literacy	3

14 minimum semester hour credits required for certificate

NURSE AIDE (CN21)

(Replaces CDN1)

Program Description:

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

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet & Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6

13 minimum semester hour credits required for certificate

NURSE AIDE ACCELERATED (NAA1)

(Replaces CDN1)

Program Description:

The Nurse Aide Accelerated Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experience necessary to care for patients in various settings including nursing care facilities, general medical and surgical hospitals, community care facilities for the elderly, and home health care services. After completion of the State approved training program, the candidate must take and pass the competency evaluation examination. The examination includes a written/oral and skills competency examination administered by an approved testing agency. Candidates who successfully pass the written/oral and skills competency examination are included on the Georgia Nurse Aide Registry.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ALHS 1040	Introduction to Health Care	3
	or	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	And	

NAST 2100	Nurse Aide Accelerated	7

9 minimum semester hour credits required for certificate

NURSE AIDE FAST TRACK (NAF5)

Program Description:

Introduces the 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 resident/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

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
NAST 2105	Nurse Aide Fast Track	3

3 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
HORT 1000	Horticulture Science	3
HORT 1010	Woody Plant Identification I	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1030	Greenhouse Management	4
HORT 1050	Nursery Production and Management	4

17 minimum semester hour credits required for certificate

OFFICE ACCOUNTING SPECIALIST (OA31)

(Replaces 5AY1)

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3

14 minimum semester hour credits required for certificate

ORNAMENTAL IRON FABRICATOR (OI21)

(Replaces OIW1)

Program Description:

The Ornamental Iron Fabricator Technical Certificate of Credit introduces student to ornamental iron welding and fabrication processes. Topics include oxyfuel cutting, plasma cutting, and ornamental iron works.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1156	Ornamental Iron Works	4

12 minimum semester hour credits required for certificate

PATIENT CARE ASSISTANT/ CERTIFIED NURSE ASSISTANT (PC21)

(Replaces TTP1)

Program Description:

The Certified Nursing 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. Federal and state government requirements exist for nursing aides who work in nursing care facilities. In Georgia, aids must complete a minimum of 85 hours of state-approved training and pss a compentency evaluation. Students who successfully complete the certified Nurse 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 as a certified nursing assistant (CNA).

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ALHS 1011	Structure & Function of the Human Body	5

ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3
EMPL 1000	Interpersonal Relations and Professional Development	2
NAST 1100	Nurse Aide Fundamentals	6

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computer Literacy	3
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
COMP 1000	Introduction to Computer Literacy	3

CIST xxxx	CIS Operating System	3
	Select one of the following Networking Courses:	
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Cisco Network Fundamentals	4

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.

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 Computer Literacy	3
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	4
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
ELTR 1010	Direct Current Fundamentals	3
ELTR 1020	Alternating Current Fundamentals	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	4

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1120	Principles of Cooking	6
CUUL 1110	Culinary Safety and Sanitation	2

12 minimum semester hour credits required for certificate

PROCESS CONTROL TECHNICIAN I (PC61)

(Replaces PSC1)

Program Description:

The Process Control Technician certificate program offers instruction in the theory and practical application of motor and variable speed controls, industrial PLCs, and industrial fluid power systems. Completion of the program is profitable for entry-level employment or for upgrading technical skills.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps & Piping Systems	3
IDSY 1210	Industrial Motor Controls II	4

15 minimum semester hour credits required for certificate

PROCESS CONTROL TECHNICIAN II (PC71)

(Replaces PST1)

Program Description:

The process Control Technician II Technical Certificate of Credit provides instruction continuing the offerings in the Process Control Technician I certificate. Topics include industrial computer applications, intermediate PLCs, industrial instrumentation, and solid state devices.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDFC 1013	Solid State Devices I	3
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4

11 minimum semester hour credits required for certificate

PROGRAMMABLE CONTROL TECHNICIAN (PC81)

(Replaces IPC1)

Program Description:

The Programmable Controller Technician I certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
COMP 1000	Introduction to Computer Literacy	3
EMPL 1000	Interpersonal Relations & Professional Development	2
IDFC 1007	Industrial Safety Procedures	2
PPOT 1000	Pulp and Paper Chemistry	3
PPOT 1010	Pulping, Washing, and Chemical Recovery	3
PPOT 1020	Pulp Screening, Bleaching and Recycling	3
PPOT 1030	Pulp and Paper Machine and Finishing	

	Operations	3
PPOT 1040	Quality/Operations Management and Pollution Abatement	3

22 minimum semester hour credits required for certificate

REFRIGERATION SYSTEM SERVICE (RS21)

(Replaces RSS1)

Program Description:

The Refrigeration Systems Service Technician TCC is a series of courses that prepares students for entry level positions in the maintenance and servicing of refrigeration systems.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AIRC 1005	Refrigerated 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

20 minimum semester hour credits required for certificate

RESIDENTIAL AIR CONDITIONING TECHNICIAN (RA21)

(Replaces RAC1)

Program Description:

The Residential Air Conditioning Technician TCC is a series of courses designed to prepare students for entry level positions in the level maintenance and repair of residential air conditioning systems.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1060	Air Conditioning Systems Application and Installation	4
AIRC 1090	Troubleshooting Air Conditioning Systems	4

16 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ELTR 1020	Alternating Current Fundamentals	3
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
IDFC 1007	Industrial Safety Procedures	2

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 2160	Contemporary Cuisine	4
CUUL 2190	Principles of Culinary Leadership	3

11 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MKTG 1370	Consumer Behavior	3
MKTG 1270	Visual Merchandising	3
MKTG 2070	Buying and Merchandising	3
MKTG 2270	Retail Operations Management	3
	Select <u>one</u> of the following:	
MGMT 1100	Principles of Management	3
	OR	

MKTG 2010	Small Business Management	3

15 minimum semester hour credits required for certificate

ROBOTIC TECHNICIAN (RT31)

(Replaces RT11)

Program Description:

The Robotics Technician technical certificate prepares graduates in the Industrial Systems Technology field in specific skills related to robotics in the industrial and/ or manufacturing sector.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power ystems	4
IDSY 1195	Pumps & Piping Systems	3
AUMF 1150	Introduction to Robotics	3
AUMF 1210	Flexible Manufacturing Systems II	5
IDSY 1220	Intermediate Industrial PLCs	4

23 minimum semester hour credits required for certificate

SALES PROFESSIONAL (SP11)

(Replaces SPR1)

Program Description:

The Sales Professional Certificate of Credit program provides students with the skills needed to obtain an entry level position as a sales representative and/or sales manager. Students will learn selling strategies and techniques as well as sales management and leadership skills.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MKTG 1100	Principles of Marketing	3
MGMT 1100	Principles of Management	3
MKTG 1130	Business Regulations & Compliance	3
MKTG 1160	Professional Selling	3
MKTG 2070	Buying & Merchandising	3

15 minimum semester hour credits required for certificate

SELECTED TOPICS IN CRIMINAL JUSTICE (STI1)

Program Description:

The Selected Topics in Criminal Justice Certificate of Credit is a sequence of courses that introduces the student to specific matters that are distinctive relevance to criminal justice. Learning opportunities develop knowledge that is used as a basis for job related training as an entry point for a diploma or degree program, or pursuit of entry level job acquisition. The Selected Topics in Criminal Justice Technical Certificate contains sufficient hours for in-service law enforcement to meet the college requirements of the

Intermediate Certificate of the Career Development Program of the Georgia Peace Officers Standards and Training Council.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
CRJU 1052	Criminal Justice Administration	3
CRJU 1065	Community-Oriented Policin	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2070	Juvenile Justice	3

12 minimum semester hour credits required for certificate

SMALL BUSINESS MARKETING MANAGER (SB51)

(Replaces SB01)

Program Description:

The program prepares individuals to develop and manage independent small businesses. Included are courses in marketing, management, selling, promotion, and business regulations.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2010	Small Business Management	3

15 minimum semester hour credits required for certificate

SOCIAL MEDIA MARKETING (SM11)

Program Description:

Social media marketing centers on efforts to create content on the Internet that attracts attention and encourages readers to share it with their social network. This technical certificate of credit program explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the Internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment. Social media marketing is an extremely popular platform because it is easily accessible to anyone with Internet access. Additionally, social media serves as a relatively inexpensive platform for organizations to implement marketing campaigns.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MKTG 1100	Principles of Marketing	3

MKTG 1190	Integrated Marketing Communication	3
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3
MKTG XXXX	Marketing Electives	6

18 minimum semester hour credits required for certificate

SOCIAL MEDIA SPECIALIST (SMF1)

Program Description:

Social media marketing centers on efforts to create and distribute content through social media outlets that attracts attention and encourages readers to share it with their social network. This technical certificate of credit program outlines the fundamentals of computer/ internet use, marketing and promotion, and social media marketing. Marketing through social media has become increasingly popular, and this TCC will allow students to examine the fundamentals of this growing phenomenon.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MKTG 1100	Principles of Marketing	3
MKTG 2500	Exploring Social Media	3
MKTG 1190	Integrated Marketing Communication	3
COMP 1000	Introduction to Computer Literacy	3

12 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
	Select one of the following courses:	
MGMT 1110	Employment Rules and Regulations	3
MKTG 1130	Business Regulations and Compliance	3
MGMT 2120	Labor Management Relations	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1005	Refrigeration Fundamentals	4
DIET 2140	Introduction to Mobile Temperature Control	3
	Select one of the following DC courses:	
IDFC 1011	Direct Current I	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1010	Direct Current Fundamentals	3
	Select one of the following AC courses:	
IDFC 1012	Alternating Current 1	3
IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
	AND	
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 2141	Transport Temperature Control Certification	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
HORT 1080	Pest Management	3
HORT 1310	Irrigation & Water Management	4
HORT 1330	Turgrass Management	4

HORT 1410	Soils	3

14 minimum quarter hour credits required for certificate

UNMANNED AERIAL SYSTEMS TECHNOLOGY (UAS1)

Program Description:

The Unmanned Aerial Systems Technology TCC prepares individuals the opportunity to expand their Electrical and Computer Engineering training with the basic skills to repair and operate Unmanned Aerial Vehicles, also known as drones. The competion of this certificate shows employers that progress has been made in the program and basic skills have been achieved. The program emphasizes the application of computer programming, digital systems, electromechanical devices, programmable logic controllers, engineering in the development of technology, as well as the training on operation, inspection, maintenance, service, and repair of drones.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ENGT 1000	Introduction to Engineering Technology	3
DFTG 1101	CAD Fundamentals	4
ELCR 1005	Soldering Technology	1
ECET 1191	Computer Programming Fundamentals	3
ICET 2010	Electromechanical Devices	4
USAT 1100	Drone Applications	3

18 minimum semester 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
UEQT 1100	Utility Equipment Organization Principles	3
UEQT 1110	Utility Equipment Mechanical and Hydraulic Skill Development	3
UEQT 1120	Utility Equipment Workplace Skills	3
UEQT 1130	Utility Equipment Occupational Skills	3
UEQT 1140	Utility Equipment Aerial Device Service	2
UEQT 1150	Utility Equipment Component Rebuild	2
UEQT 1160	Utility Equipment Fluid Power Training and Certification	2

18 minimum semester hour credits required for certificate

VARIABLE FREQUENCY DRIVES TECHNICIAN (VFD1)

Program Description:
The Variable Frequence Drives Technician technical certificate will give individuals an understanding of motor drive theory as well as comprehensive hands-on applications using 8 different motor drives including AC and DC drives. This prepares individuals for a career as an Electrician Technican 3 or equivalent. Students will take courses on DC circuits, AC circuits, solid state devices and Variable Frequence Motor Drives.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
ELCR 1010	Direct Current Circuits	6
ELCR 1020	Alternating Current Circuits	7
ELCR 1030	Solid State Devices	5
ELCR 2120	Motor Controls	3

21 minimum semester hour credits required for certificate

VERTICAL SHIELDED METAL ARC WELDER FABRICATOR (VSM1)

(Replaces 5BS1)

Program Description:
The Vertical Shielded Metal Arc Welder Fabricator technical certificate of credit prepares student for careers in shielded metal arc welding fabrication.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
	Select one Program Elective:	
WELD xxxx	Occupational Elective	3

11 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 student 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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1151	Fabrication Processes	3

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.

COURSE NO.	OCCUPATIONAL COURSES	CREDITS
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1030	Blueprint Reading for Welding Technology	4

12 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 2000 - 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 introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

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 covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

ACRP 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 1017 - Mechanical and Electrical Systems I (4)
Pre-requisites: Program Admission
Co-requisites: ACRP 1000
This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1019 - Mechanical and Electrical Systems II (5)
Pre-requisites: Program Admission
Co-requisites: ACRP 1000
This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions

ACRP 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 2001 - Introduction to Auto Painting and Refinishing (5)
Pre-requisites: Provisional Admission
Co-requisites: ACRP 1000, ACRP 1010
This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

ACRP 2002 - Painting and Refinishing Techniques (5)
Pre-requisites: Provisional Admission
Co-requisites: ACRP 1000, ACRP 2001
This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

ACRP 2009 - Refinishing Internship (2)
(Replaces ACR 2370)
Pre-requisites: ACRP 1000
Co-requisites: ACRP 2005, ACRP 2008
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 2108 - Refinishing Internship I (1)
Pre-requisites: ACRP 1000
Co-requisites: ACRP 2005
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 2109 - Refinishing Internship II (1)
Pre-requisites: ACRP 2108
Provides continued 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 2118 - Major Collision Repair Internship I (1)
(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. 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: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

ACRP 2119 - Major Collision Repair Internship II (1)
Pre-requisites: ACRP 2118
Provides continued occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody

damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

AGRI 1110 - Service Technician Fundamentals (3)
Pre-requisites: None
Co-requisites: None
Provides instruction on the proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Safety and proper operation of pullers and presses will be demonstrated and practiced. Also included will be setup of equipment using specifications provided by the manufacturer so that it is field ready. Proper use of shop tools and shop equipment is emphasized including proper torquing of attaching hardware. Further study of the John Deere Service ADVISOR program will be covered and students will learn how to navigate and use all of the functions of program and to incorporate it while diagnosing problems.

AGRI 1120 - Basic Diesel Engines (3)
Pre-requisites: None
Co-requisites: None
Course deals with basic physical principles, operation, and construction of two- and four-stroke cycle engines. It includes ignition timing of four -stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines.

AGRI 1130 - Basic Power Trains (2)
Pre-requisites: None
Co-requisites: None
Provides instruction on the theory of power transmissions from engine to traction wheels. Includes function and operation of gears, chains, clutches, planetary gears, drivelines, differentials, and transmissions. Complete disassembly, inspection, and reassembly of clutches, 2-speed planetaries, differentials, final drives, mechanical front-wheel drive, power take-offs, and transmissions. Proper set-up and adjustment of differentials and final drives using bearing pre-loads, shimming, rolling drag, etc. will be covered as well.

AGRI 1140 - Basic Hydraulics (2)
Pre-requisites: None
Co-requisites: None
Hydraulic theory emphasizing pressure and flow relationship, comparison between open-center and closed-center hydraulics systems, and discussion and tear-down of hydraulic components such as variable and fixed displacement pumps, motors, control valves, relief valves, flow control valves, cylinders, filters, reservoirs, lines, and fittings. Simple pressure and flow test and the study of JIC schematics will prepare the student for advanced hydraulics.

AGRI 1150 - Basic Electrical/Electronics (2)
Pre-requisites: None
Co-requisites: None
Basic electrical principles and applications of magnetism, electromagnetism, and electromagnetic induction, voltage, current, and resistance using ohms law will be discussed. Basic operation and diagnostics of charging systems, starting circuits, series and parallel circuits, and batteries will be covered as well. The theory of operation of electrical and electronic components will be discussed as well as basic computer and controller circuits as they relate to John Deere equipment.

AGRI 1160 - Air Conditioning Systems (2)
Pre-requisites: None
Co-requisites: None
The theory of operation, component function, and diagnosis of both manual and automatic temperature control systems will be studied. The students will use refrigerant recovery machines for R-134a refrigerant and will learn the proper procedures and guidelines for retrofitting systems from R-12 to R-134a. Heavy emphasis will be put diagnosing air conditioning problems with the proper tools and equipment.

AGRI 1170 - AMS Equipment Set-Up (2)
Pre-requisites: AGRI 1130, AGRI 1140, AGRI 1150
Co-requisites: None
This course covers the theory, design, principles of operation and adjustment, trouble shooting and repair of GPS global positioning system equipment commonly found on Ag machines of today. The insight of John Deere's AMS (AG Management Solutions) operation and fetures key to today's users. Installation of key components onto the machine, setup and operation n a GPS guided machine.

AGRI 1180 - Harvesting Equipment (2)
Pre-requisites: None
Co-requisites: None
This course covers the theory, design, principles of operation and adjustment, trouble shooting and repair of harvesting equipment including combines, cotton pickers, and hay equipment. Heavy emphasis will be put on crop flow through the machine and initial field preparation adjustments. Students must have a basic understanding of power trains, electrical systems, and hydraulics for successful completion. The installation and set-up of AMS equipment will also be covered.

AGRI 2110 - Advanced Engines & Diagnostics (2)
Pre-requisites: AGRI 1120, AGRI 1150
Co-requisites: None
Course deals with more machine specific hydraulic systems on current production machines. The theory of operation of complete hydraulic systems will be studied as well as in depth diagnostic procedures and methods according to the appropriate technical manuals. Students will enroll and take the online John Deere hydraulic systems overview courses and complete the online final assessment.

AGRI 2120 - Advanced Hydraulics & Diagnostics (2)
Pre-requisites: None
Co-requisites: None
Course deals with the theory of operation and diagnostics and repair of all John Deere fuel systems, electronic engine controls, and current emissions regulations and components. Heavy emphasis will be put on engine diagnostics using John Deere software as well as on board machine diagnostics. Proper repair and replacement procedures for fuel system components using proper tools and equipment will also be covered.

AGRI 2130 - Advanced Electrical/Electronics (2)
Pre-requisites: AGRI 1110, AGRI 1150
Co-requisites: None
Course deals with more advanced electrical/electronic systems consisting of multiple electronic controller circuits and control functions. In depth study of these systems and how they interact and function with other electronic controllers and the machine will be covered. Students will also enroll and take the online John Deere electrical systems courses and complete the online final assessment. Heavy emphasis will be placed on diagnostic methods and procedures.

AGRI 2140 - Advanced Power Trains and Diagnostics (2)
Pre-requisites: AGRI 1110, AGRI 1130, AGRI 1150
Co-requisites: None
This course provides an in-depth study of power trains with diagnosis and repair of problems encountered in everyday use. Students will use manuals and specifications in determining time, parts, and total cost in the repair of projects. Specialty tools will be introduced and their use, care, and importance stressed.

AGRI 2150 - Planting and Seeding Equipment (3)
Pre-requisites: None
Co-requisites: None
This course covers the operation of John Deere planters and seeders commonly used in todays farming operations. The design, principles, operations and adjustment for the optimum performance the customer needs to maximize the efficiency of the farming demand during the tight planting season.

AGRI 2210 - Dealer Internship I (12)
Pre-requisites: None
Co-requisites: None
During the dealer internship/co-operative work experience, the student gains the practical knowledge necessary for optimum job performance. The student will be required to function in the sponsoring dealerships work environment under the supervision of the dealership management personnel or co-op training coordinator.

AGRI 2220 - Dealer Internship II (12)
Pre-requisites: None
Co-requisites: None
During the dealer internship/co-operative work experience, the student gains the practical knowledge necessary for optimum job performance. The student will be

required to function in the sponsoring dealerships work environment under the supervision of the dealership management personnel or co-op training coordinator.

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

(4)
(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 (4)
(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 (4)
(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 (4)
(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 (4)
(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 (4)
(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 (4)
(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 (4)
(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 (4)
(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 (4)
(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 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 Programming (5)
(Replacces 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 (4)
(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.

ARTS 1101 - Art Appreciation (3)
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.
Co-requisites: None
Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

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, configurated/method/undimensioned drawings.

ASTT 1030 - Structural Fundamentals (6)
(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 (6)
(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.

AUMF 1150 - Introduction to Robotics (3)
Pre-requisites: AUMF 1120 Programmable Controllers or IDSY 1120 Basic Industrial PLCs
Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include: foundations of government, political behavior, and governing institutions.

AUMF 1210 - Flexible Manufacturing Systems II (5)
Pre-requisites: AUMF 1110 Flexible Manufacturing Systems 1
This course reviews flexible manufacturing system electrical, electronic and mechanical principles by providing opportunities to plan and prepare for constructing and operating an actual flexible automated system. Emphasis is also placed on work cell design by allowing students to work in instructor-supervised teams assembling and operating automated production system cells. Topics include: flexible system planning and preparation, work cell design, prototype or demonstration work cell operation, and work cell debugging and troubleshooting

AUMF 1520 - Manufacturing Organizational Principles (3)
Pre-requisites: AUMF 1120
This course provides learners with an overview of the functional and structural composition of organizations. Topics include: supply and demand, product flow, types of manufacturing processes, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

AUMF 1540 - Manufacturing Workplace Skills (2)
This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include: listening, communication, team skills, personal wellness, problem solving, managing change, and creating a positive image.

AUMF 1560 -Manufacturing Production Requirements (1)
This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include: world class

manufacturing, statistical process control, and problem solving.

AUMF 1580 - Automated Manufacturing Skills (3)
This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities.

AUMF 1660 - Representative Manufacturing Skills (4)
This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include: precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

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.

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 1021 - Automotive Electrical Systems I (4)
Pre-requisites: None
Co-requisites: AUTT 1010
This course introduces automotive electrical systems, emphasizing the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

AUTT 1022 - Automotive Electrical Systems II (3)
Pre-requisites: None
Co-requisites: AUTT 1021
This course introduces the basic principles, diagnosis, and service/repair of charging systems, advance lighting systems, instrument cluster and driver information systems, and body electrical systems.

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 1041 - Automotive Engine Performance I (3)
Pre-requisites: AUTT 1020 or AUTT 1021 or AUTT 1022
Co-requisites: None
The course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PVC control systems diagnosis and repair, and other related engine service.

AUTT 1042 - Automotive Engine Performance II (4)
Pre-requisites: AUTT 1020 or AUTT 1022
Co-requisites: None
The course continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include:

computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

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 2011 - Automotive Engine Repair I (3)
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; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

AUTT 2012 - Automotive Engine Repair II (3)
Pre-requisites: None
Co-requisites: AUTT 2011
This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

AUTT 2020 - Automotive Manual Drive Train and Axles (4)
(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 portionof 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 (2)
(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-monocoque. 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 2025 - Airframe Non-Metallic Structures (2)
Pre-requisites: Program Admission
Co-requisites: None
Provides a study of non-metallic tube and riveted sheet monocoque or semi monocoque. Topics include: 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 (4)
(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 2260 - Aircraft Engine Fuel and Fuel Metering Systems (4)
(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 & 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 1022 - Haircutting and Shampooing I (3)
Pre-requisites: None
Co-requisites: None
This course continues the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements is stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include: patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

BARB 1024 - Haircutting and Shampooing II (3)
Pre-requisites: None
Co-requisites: None
This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements is stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include: patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

BARB 1030 - Haircutting/Basic Styling (3)
(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 1072 - Introduction to Chemical Restructuring of Hair (3)
Pre-requisites: None
Co-requisites: None
The course introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. It provides instruction 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 1074 - Advanced Chemical Restructuring of Hair (3)
Pre-requisites: None
Co-requisites: None
The course builds on the introduction to Chemical Restructuring of Hair course to address advanced theory and practice relating to the chemistry and chemical reactions of permanent waves and hair relaxers. It provides continuing instruction in the precautions and special problems involved in the application of permanent waves and relaxers. Application of perms and relaxers on live models is included. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, application procedures on manikins, timed permanent wave, timed relaxer applications, and Hazardous Duty Standard Act.

BARB 1082 - Advanced Haircutting/Styling I (3)
Pre-requisites: None
Co-requisites: None
This course continues instruction in the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques; and beard trimming.

BARB 1084 - Advanced Haircutting/Styling II (3)
Pre-requisites: None
Co-requisites: None
This course continues instruction in the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques; and beard trimming.

BARB 1090 - Structures of Skin, Scalp, Hair 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.

BIOL 1111 - Biology I (3)
Pre-requisites: Regular Admission
Co-requisites: BIOL 1111L
Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

BIOL 1111L - Biology Lab I (1)
Pre-requisites: Regular Admission
Co-requisites: BIOL 2111
Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

BIOL 2113 - Antaomy and Physiology I (3)
Pre-requisites: Regular Admission
Co-requisites: BIOL 2113L
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures, physiological processes, and chemical principles related to physiology. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

BIOL 2113L - Antaomy and Physiology Lab I (1)
Pre-requisites: Regular Admission
Co-requisites: BIOL 2113
Selected laboratory exercises reinforcing the topics of BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems. Emphasis is placed on the identification of anatomical structures.

BIOL 2114 - Antaomy and Physiology II (3)
Pre-requisites: BIOL 2113 and BIOL 2113L
Co-requisites: BIOL 2114L
Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

BIOL 2114L - Antaomy and Physiology Lab II (1)
Pre-requisites: BIOL 2113 and BIOL 2113L
Co-requisites: BIOL 2114
Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

BIOL 2117 - Introductory Microbiology (3)
Pre-requisites: BIOL 2113 and BIOL 2113L or BIOL 1111 and BIOL 1111L
Co-requisites: BIOL 2117L
Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

BIOL 2117L - Introductory Microbiology Lab (1)
Pre-requisites: BIOL 2113 and BIOL 2113L or BIOL 1111 and BIOL 1111L
Co-requisites: BIOL 2117
Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

BUSN 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.

BUSN 1420 - Database Applications (4)
(Replaces BUS 1150 and BUS 2140)
Pre-requisites: COMP 1000
Co-requisites: None
This course covers the knowledge and skills to required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

BUSN 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.

BUSN 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.

BUSN 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.

BUSN 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, Footing, and Foundations (3)

Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for laboratory and field practice. Topics include: zoning regulations and building codes, plot plan interpretation, the nature of concrete, building layout, squaring methods, batter board installation, footings, foundation types, foundation forms, edge forms, and materials estimation.

CARP 1105 - Floor and Wall Framing (4)

This course provides instruction in framing materials and estimation, and framing production of floors, walls, and stairs. Emphasis is placed on practical application of skills. Topics include: estimation and computation procedures, rough layouts, and installation procedures.

CARP 1110 - Ceiling and Roof Framing and Covering (4)

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framing. 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 dissembly 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 1132 Basic Electricity and Electronics for EPG (3)
Pre-requisite: CATT 1140 Electrical Fundamentals
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.

CATT 1135 - Generators and EPG Calculations (3)
Pre-requisites: All Required
Co-requisites: None
The course introduces the student to the various generator and power generation components within Caterpillar. The student will become familiar with purpose of generator components, compare different excitation systems, learn to modify generator output, demonstrate component testing, and evaluate systems based on diagnostic testing.

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 1145 - Control Panels and Data Links (3)
Pre-requisites: None
Co-requisites: None
The course introduces the student to control panels. The student will learn how to identify control panel literature sources for current and legacy generator control panels, state the major differentiating features of current EMCP products, define

the features of the ETR and ETS systems, explain I/O wiring & active states, perform engine protective verification with the EMCP II+, perform programming & file transfers with multiple EMCPs and perform I/O programming.

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 1155 - Voltage Regulation (3)
Pre-requisites: None
Co-requisites: None
Students will be expected to describe the basic operating principles of the voltage regulator. Navigate and interpret publications and schematics for voltage regulation. Utilize and navigate proprietary software to program, download and upload settings. Demonstrate the ability to install, tune and troubleshoot from applied principles and procedures from this course and resources available from manufacturers (service, operating manuals & software).

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 Excavators, Off-highway Trucks, Articulated Dump Trucks, 620G Series Wheel Tractor-Scrapers, H-Series Motor Graders, Gas Engines, EPG Engines, Marine Engines, and Paving Products.

CATT 2045 - Automotic Transfer Switches (3)
Pre-requisites: None
Co-requisites: None
Students will be able to identify the different styles of transfer switches and identify the different series of controllers. Students will learn to examine the standard parameters for the different series of controllers and evaluate the available optional accessories. Students will be able to compare the differences between the MX Series and the ATC Series Controllers.

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 2505 - CAT EPG Internship III (4)
Pre-requisites: None
Co-requisites: None
This supervised experience is required of students enrolled in the Heavy Equipment Dealers Service Technician EPG 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”.

CATT 2515 - CAT EPG Internship IV (4)
Pre-requisites: None
Co-requisites: None
This supervised experience is required of students enrolled in the Heavy Equipment Dealers Service Technician EPG 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".

CHEM 1211 - Chemistry I (3)
Pre-requisites: MATH 1101 - Mathematical Modeling OR MATH 1111 - College Algebra
Co-requisites: CHEM 1211L - Chemistry Lab I
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

CHEM 1211L - Chemistry Lab I (1)
Pre-requisites: MATH 1101 - Mathematical Modeling OR MATH 1111 - College Algebra
Co-requisites: CHEM 1211 - Chemistry I
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

CIST 1001 - Computer Concepts (4)
(Replaces CIS 155)
Pre-requisites: None
Co-requisites: None
Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

CIST 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 1602 Security Policies and Procedures (3)
This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

CIST 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 E-Mail Techniques (3)
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 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 Installation and Maintenance (4)
(Replaces CIS 2154)
Pre-requisites: Program Admission
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 - Windows Server Identity Services(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 2420 - Microsoft Exchange Server (4)
Provides students with the knowledge and skills necessary to install, configure, manage, support and administer Microsoft Exchange Server.

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 - Introduction to Networks - CISCO (version 202014L (4)
(Replaces CIS 2321)
Pre-requisites: Program Admission
Co-requisites: None
This course introduces the architectures, models, protocols, and networking elements that connect users, devices, applications and data through the internet and across modern computer networks - including IP addressing and Ethernet fundamentals. By the end of the course, students can build simple local area networks (LANs) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches.

CIST 2452 - Cisco Switching, Routing & Wireless Essentials (version 202014L) (4)
Pre-requisites: None
Co-requisites: CIST 2451
This course focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

CIST 2453 – Enterprise Networking, Security, and Automation (version 202014L) (4)
This course describes the architectures and considerations related to designing, securing, operating,and troubleshooting enterprise networks. Major topics are wide

area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. The course also introduces software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks, and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

CIST 2454 - Cisco Connecting Networks (4)
Pre-requisites: CIST 2453 - Cisco Scaling Networks
Co-requisites: None
This course discusses the WAN technologies and network services required by converged applications in a complex network. Topics include introduction to WANs, private WAN technologies and protocols, Network Address Translation (NAT), public WAN technologies and protocols, network monitoring, 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 thier 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 2601 - Implementing Operating Systems Security (4)
Pre-requisites: CIST 1601 - Information Sercurity Fundamentals
C-requisities: None
This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

CIST 2612 - Computer Forensics (4)
Pre-requisites: CIST 1122
This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

CIST 2620 - Computer Security/Corporate Fraud (3)
Provides an orientation that contains a step-by-step approach to the investigation, seizure, and evaluation of computer evidence. Topics include: computer-related evidence, crime scene investigation, evidence evaluation and analysis, passwords and encryption, networks, and investigative computer systems. The second part of this course provides an orientation that focuses on corporate fraud as it relates to computerized accounting systems and its technology, the various types of corporate computer fraud and simple audit techniques that can assist in investigating and

detecting fraud. Topics include: history and evolution of fraud, mindset: step one in fraud auditing, corporate fraud in the current environment, corporate fraud investigation in the electronic data processing era, defenses against corporate fraud, theft and embezzlement, and auditing for inventory shortage.

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.

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 1011 - Overview of Building Construction Practices & Materials (3)
Pre-requisites: Provisional Admission
Co-requisites: None
This course covers the introduction to a residential construction project from start to finish. Topics to include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry, construction specialties, and materials and fasteners used in the construction industry.

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.

COLL 1060 Introduction to College and Computers (3)
This course is designed to provide tools to assist students in the acquisition of skills necessary to achieve academic and professional success in their chosen program of study. Topics include: Getting to Know Your College, Learning Styles, Computer Literacy, Time and Financial Management, Stress Management and Wellness, Studying and Test-Taking Skills, and Communication Skills.

COMP 1000 - Introduction to Computer Literacy (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 and digital 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 (3)
(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, 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 - Physical Hair Services Practicum (3)
(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: scalp, and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090 - Hair Services Practicum I (3)
(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, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100 - Hair Services Practicum II (3)
(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; scalp, and hair treatment; haircutting; styling;

dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 - Hair Services Practicum III (3)
(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; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1115 - Hair Services Practicum IV (2)
Pre-requisites: None
Co-requisites: COSM 1110
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp, and treatments; haircutting; dispensary; styling; 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 1125 - Skin and Nail Care Practicum (2)
Pre-requisites: None
Co-requisites: COSM 1060 & COSM 1070
This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act copliance.

COSM 1180 - Natural Nail Practicum (3)
(Replaces COS 118)
Pre-requisites: None
Co-requisites: COSM 1000, COSM 1020
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, customer service skills, safety precautions, and federal/state agency compliance.

COSM 1190 - Advanced Nail Practicum I (3)
(Replaces COS 119)
Pre-requisites: None
Co-requisites: COSM 1000, COSM 1070
This practicum provides additional experience in the manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include manicure, pedicure, nail repair, nail art techniques, advanced artificial nail techniques, safety precautions, federal/state agency compliance, suctomer service skills, reception duty and dispensary.

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 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)
(Repalces 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.

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 1021 - Combination Vehicle Basic Operation and Range Work (3)
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 demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turnin, parallel parking and coupling/uncoupling.

CTDL 1022 - Commercial Driving Internship 1 (3)
Pre-requisites: None
Co-requisites: CTDL 1010
This courase familiarizes students with truck instruments and controls and performaning basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must demonstrate proficiency in performing range operation such as operatin a commercial motor vehicle (CMV) through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling as applicable for the vehicle class. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signed off by the college ELDT partner.

CTDL 1031 - Combination Vehicle Advanced Operations (3)
Pre-requisites: None
Co-requisites: CTDL 1021
Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

CTDL 1032 - Commercial Driving Internship II (3)
Pre-requisites: None
Co-requisites: CTDL 1022
Advanced Operations develops students' driving skills under actual road conditions. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficience in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signd off by the college ELDT partner.

CTDL 1035 - Combination Vehicle Advanced Operations/Automatic Restriction (3)
Pre-requisites: None
Co-requisites: CTDL 1021
Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

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 (2)
(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, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUUL 1120 - Principles of Cooking (6)
(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 (5)
(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 manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

CUUL 1370 - Culinary Nutrition and Menu Development (3)
(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 (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 (3)
(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 - Multiview/Basic Dimensioning (4)
(Replaces DDF 102 and DDF 111)
Pre-requisites: None
Co-requisites: DFTG 1105 OR DFTG 1127
Multiview/Basic Dimensioning 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 - Advanced Dimensioning/Sectional Views (4)
(Replaces DDF 103)
Pre-requisites: DFTG 1103
Co-requisites: DFTG 1105
Advanced Dimensioning/Sectional Views continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1109 - Auxiliary Views/Surface Development (4)
(Replaces DDF 105 and DDF 108)
Pre-requisites: None
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 - Fasteners (4)
Pre-requisites: None
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 - Assembly Drawings (4)
Pre-requisites: None
Co-requisites: None
Assembly Drawings 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 - Print Reading 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 - Blueprint 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 1011 - Diesel Electrical and Electronic Systems I (4)
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, and basic lighting diagnosis and repair.

DIET 1012 - Diesel Electrical and Electronic Systems II (3)
Pre-requisites: None
Co-requisites: DIET 1011
This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: advanced lighting diagnosis; charging system diagnosis and repair; gauges and warning devices; and related electrical systems and diagnosis.

DIET 1020 - 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 (6)
(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 1031 - Diesel Engine Repair (3)
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 trains, engine block, engine lubrication systems, basic fuel system diagnosis; and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

DIET 1032 - Diesel Engine Support Systems (3)
Pre-requisites: Diet 1031
Co-requisites: None
This course introduces the remaining diesel engine support systems used in medium/heavy duty trucks and heavy equipment. Topics include: engine cooling

systems; air induction and exhaust; fuel supply systems; and fuel management systems. Using and interpreting test equipment is highly emphasized.

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 2002 - Diesel Power Generation - Basic Power Generation (6)
Pre-requisites: DIET 1000, DIET1010
Co-requisites: None
This course introduces AC voltage concepts, AC sychronous generator components, operation, and application as related to the electrical power generating industry. Topics include: AC fundamentals; magnetism, inductance and capacitance; basic transformers; AC generator types; AC test equipment; synchronous generator components; generator sizing, construction and connection; stator types and arrangements; rotor types and arrangements; and excitation fundamentals.

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 2012 - Diesel Power Generation Controls, Switching, and Auziliary Systems (6)
Pre-requisites: DIET1010
Co-requisites: DIET 2002
This course introduces control systems and protection devices utilized for electrical power generators. Topics include: controller system fundamentals, engine protective controls, generator protective controls, and the engine governor. Component systems required to maintain generator system integrity and reliability are also introduced. These include: the battery charger, engine jacket water heater, gaseous fuel, diesel, ventiliation, air induction, exhaust, and remote annunciation systems. Classroom instruction and lab demonstrations are highly emphasized.

DIET 2020 - Truck Drive Trains (4)
(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 support young children and families; using developmentally effective approaches; using content knowledge to build meanigful curriculum; and becoming a professional.

ECCE 2245 - Early Childhood Care and Education Internship I (6)
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. Internship topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meanigful curriculum; and becoming a professional.

ECCE 2246 - Early Childhood Care and Education Internship II (6)
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 support young children and families; using developmentally effective approaches; using content knowledge to build meanigful curriculum; and becoming a professional.

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
Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance,

transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.

ECET 1191 - Computer Programming Fundamentals (3)
Pre-requisites: None
This course emphasizes fundamental concepts of problem solving using a high level source language. Laboratory work is designed to acquaint students with computer facilities, software, and programming fundamentals. Topics include: system fundamentals, concepts of structured programming, arrays, functions, and engineering applications.

ECET 2101 - Circuit Analysis II (4)
Pre-requisites: ECET 1101 - Circuit Analysis I AND MATH 1111 - College Algebra
Co-requisites: None
Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2120 - Electronic Circuits I (4)
Pre-requisites: None
Co-requisites: None
Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

ECON 1101 - Principles of Economics (3)
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include: basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.

ECON 2105 - Macroeconomics (3)
Pre-requisites: None
Provides a description and analysis ofmacroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106 - Microeconomics (3)
Pre-requisites: None
Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice,

behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

ELCR 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 1007- Introduction to Electronics Assembly (3)
Pre-requisites: None
Co-requisites: None
This course introduces Electronics and develops the basic skills necessary to perform work in the Electronics Technology field. Topics include: basic Electronic knowledge, safety practices, basic components, schematic symbols and drawings, anti-static grounding, soldering technology, connector technology, and basic math skills.

ELCR 1010 - Direct Current Circuits (6)
(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 1020
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 1110 - Direct Current Circuits (3)
Pre-requisites: None
Co-requisites: None
This course introduces direct current (DC) concepts and applications. Topics include introduction to safety procedures and regulations, electrical laws and principles, cells and batteries, series, parallel, and series-parallel combination circuits, and test equipment.

ELCR 1120 - Alternating Current Circuits (3)
Pre-requisites: None
Co-requisites: None
This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current. Topics include introduction to safety procedures and regulations, magnetism, AC wave generation, inductance and capacitance, transformer application, and test equipment.

ELCR 1125 - Advanced DC and AC Circuits (4)
Pre-requisites: None
Co-requisites: None
This course continues the development of DC and AC concepts with emphasis on constructing, verifying, and troubleshooting complex circuits and reactive circuits. Topics include safety practices, applied algebraic and trigonometry concepts, complex series, parallel, and series-parallel combination circuits, DC theorems, reactive components, RLC circuits, circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1130 - Solid State Devices I (4)
Pre-requisites: ELCR 1120
Co-requisites: None
This course continues the development of DC and AC concepts with emphasis on constructing, verifying, and troubleshooting complex circuits and reactive circuits. Topics include safety practices, applied algebraic and trigonometry concepts, complex series, parallel, and series-parallel combination circuits, DC theorems, reactive components, RLC circuits, circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1135 - Solid State Devices II (4)
Pre-requisites: ELCR 1130
Co-requisites: None
This course provides in-depth instruction on the characteristics and applications of advanced solid state circuits to include linear devices. Topics include safety practices, operational amplifiers, active filters and oscillators, switching circuits and timers, three-terminal voltage regulators, and special transistor applications.

ELCR 1140 - Digital Fundamentals (4)
Pre-requisites: ELCR 1120
Co-requisites: None
This course is designed to provide coverage of the fundamentals of digital electronics. Topics include safety practices, digital basics, number systems, logic gates and truth tables, combining logic gates, logic families, displays, flip-flops, counters and shift registers, digital systems, and interfacing with analog devices.

ELCR 1150 - Basic Microprocessors and Embedded Systems (4)
Pre-requisites: ELCR 1140
Co-requisites: None
This course is designed to provide introductory coverage of Microprocessors and Embedded Systems. An embedded system can be defined as a control system or computer system designed to perform a specific task. Emphasis is placed on the physical characteristics and used of embedded systems. Topics include safety practices, microprocessor based systems, microprocessor instruction set, programming and debugging, applications and troubleshooting, DSP concepts, basic microcontroller, embedded system software, sensors and actuators, basic control system, and embedded systems applications.

ELCR 1300 - Mobile Audio and Video Systems (3)
(Replaces ELC 130)
Pre-requisites: None
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 safety practices, semiconductor fundamentals, power supplies and voltage regulation, other diode applications, bipolar junction theory and application, and field effect transistors.

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 2120 - Motor Controls (3)
Pre-requisites: ELCR 1020
Co-requisites: None
This course introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contactors, NEC and NEMA standards, ladder diagrams, and power sources.

ELCR 2210 - Analog Communications (5)
(Replaces ELC 220 and ELC 221)
Pre-requisites: ELCR 1020
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 2215 - Analog Communications (4)
Pre-requisites: None
Co-requisites: None
This course provides a study of a communication system emphasizing block fundamental concepts of modulation, transmission, reception, and detection for both amplitude modulation and frequency modulation based communication systems. Topics include communication system concepts, communication system measurements and quantities, amplitude modulation transmission/reception, and frequency modulation transmission/reception.

ELCR 2220 - Digital Communications (3)
(Replaces ELC 222)
Pre-requisites: ELCR 1020
Co-requisites: None
This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

ELCR 2225 - Digital Communications (3)
(Replaces ELCR 2215)
Co-requisites: None
This course provides a study of communication systems emphasizing block fundamental concepts of digital modulation, transmission and reception, as well as fundamental coding, and decoding techniques. Topics include digital communication fundamentals, digital modulation techniques, data transmission error correction methods, and digital signal processing.

ELCR 2230 - Antenna and Transmission Lines (3)
(Replaces ELC 223)
Pre-requisites: ELCR 2220
Co-requisites: None
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 2235 - Antenna and Transmission Lines (4)
Pre-requisites: ELCR 1120
Co-requisites: None
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 1020
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 2245 - Microwave Communications and Radar (4)
Pre-requisites: ELCR 1120
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: ELCR 1020
Co-requisites: None
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.

ELCR 2595- Optical Fiber Systems (3)
Pre-requisites: All Required
Co-requisites: None
Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

ELTR 1020 - Alternating Current Fundamentals (3)
(Replaces ELT 119)
Pre-requisites: None
Co-requisites: None
Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

ELTR 1060 - Electrical Prints, Schematics, and Symbols (2)
(Replaces ELT 106)
Pre-requisites: None
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 (4)
(Replaces ELT 107 and a portion of ELT 108—see ELTR 1090)
Pre-requisites: None
Co-requisites: None
This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

ELTR 1090 - Commercial Wiring II (3)
(Replaces ELT 109 and a portion of ELT 108—see ELTR 1080)
Pre-requisites: None
Co-requisites: None
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: None
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: None
Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

ELTR 1180 - Electrical Control (3)
(Replaces ELT 118)
Pre-requisites: None
Co-requisites: None
Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls and variable speed controls.

ELTR 1205 - Residential Wiring I (3)
(Replaces ELT 120)
Pre-requisites: None
Co-requisites: None
Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials, box fill calculations and voltage drop and methods, and control of lumniaries and receptacle installation.

ELTR 1210 - Residential Wiring II (3)
(Replaces ELT 121)
Pre-requisites: None
Co-requisites: None
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family load calculations, single and mult-family service installations, sub-panels and feeders, and speciality circuits.

ELTR 1220 - Industrial PLCs (4)
(Replaces ALT 122)
Pre-requisites: None
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 (3)
(Replaces ELT 115)
Pre-requisites: None
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: None
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 - N.E.C. Industrial Wiring Applications (4)
(Replaces ELT 117)
Pre-requisites: None
Co-requisites: None
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: None
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 tolls on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

ELTR 1520 - Grounding and Bonding (2)
(Replaces ELT 151)
Pre-requisites: None
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 Code. Topics include: branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

ELTR 1525 - Photovoltaic Systems (5)
Pre-requisites: None
Co-requisites: None
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: None
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.

ENGT 1000 - Introduction to Engineering Technology
Pre-requisites: None
Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises.

FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals (3)
Pre-requisites: Program Admission
Co-requisites: None
This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/ recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications

and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1030 - Basic Firefighter - MODULE I (5)

Pre-requisites: Program Admission
Co-requisites: None
This course will provide the student with basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it be with the fire station or on the fire ground. The course provides the firefighter candidate/recruit with the basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and property Conservation that have to be achieved on every fireground. Basic knoweldge and skills will be provided to the candidate/recruit so that they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search and rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1040 - Basic Firefighter - MODULE II (3)

Pre-requisites: Program Admission
Co-requisites: None
This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist fire fighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters

will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1050 - Fire and Life Safety Educator I (3)
Pre-requisites: FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals AND FRSC 1030 - Basic Firefighter - MODULE I AND FRSC 1040 - Basic Firefighter - MODULE II AND FRSC 1141 - Hazardous Materials Operations
Co-requisites: None
Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

FRSC 1060 - Fire Prevention, Preparedness and Maintenance (3)
Pre-requisites: Program admission
Co-requisites: None
This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1070 - Introduction to Technical Rescue (4)
Pre-requisites: Program admission
Co-requisites: None
This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and

practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1080 - Fireground Operations (3)
Pre-requisites: Program admission
Co-requisites: None
This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

FRSC 1100 - Introduction to the Fire Service (3)
Pre-requisites: Program admission
Co-requisites: None
This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private upport organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

FRSC 1110 - Fire Administration - Supervision and Leadership (3)
Pre-requisites: Program admission
Co-requisites: None
This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course.

Upon completion of this course the student emergency responder candidate/ recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I 2. NFA Leadership II 3. NFA Leadership III This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1121 - Firefighting Strategy and Tactics (3)
Pre-requisites: Program admission
Co-requisites: None
This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific-fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

FRSC 1132 - Fire Service Instructor (4)
Pre-requisites: Program admission
Co-requisites: None
Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

FRSC 1141 - Hazardous Materials Operations (4)
Pre-requisites: Program admission
Co-requisites: None
This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/ zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate

state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level.

FRSC 1151 - Fire Prevention & Inspection (4)
Pre-requisites: Program admission
Co-requisites: None
Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, mean of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination.

FRSC 1161 - Fire Service Safety and Loss Control (3)
Pre-requisites: Program admission
Co-requisites: None
This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

FRSC 2100 - Fire Administration Management (3)
Pre-requisites: Program admission
Co-requisites: None
This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events

that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens everyday. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

FRSC 2110 - Fire Service Hydraulics (3)
Pre-requisites: Program admission
Co-requisites: None
This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

FRSC 2120 - Fire Protection Systems (3)
Pre-requisites: Program admission
Co-requisites: None
A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

FRSC 2130 - Fire Service Building Construction (3)
Pre-requisites: Program admission
Co-requisites: None
Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural

building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

FRSC 2141 - Incident Command (4)
Pre-requisites: Program admission
Co-requisites: None
The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private- sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

FRSC 2170 - Fire and Arson Investigation (4)
Pre-requisites: Program admission
Co-requisites: None
Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

FRSC 2230 - Fire Officer - Administrator (3)
Pre-requisites: Program admission
Co-requisites: None
This course is designed for the chief officer who is ready to assume a leadership role by moving into the upper administrator role in the fire service. This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer III Level. Note: For qualification at the Fire Officer Level III, the Fire Officer II shall meet the requirements for Fire Instructor Level II as defined by NFPA 1041 and the job performance requirements defined in Sections 6.2 through 6.8 of the standard.

FRSC 2240 - Fire Officer - Executive (3)
Pre-requisites: Program admission
Co-requisites: None
This course is designed for the chief officer who is ready to assume a leadership role by moving into the upper management level of the fire service. This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer IV Level.

Note: For qualifications at the Fire Officer IV level, the Fire Officer III shall meet the requirements of the job performance requirements defined in Sections 7.2 through 7.7 of the standard.

HIST 1111 - World History I (3)
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
Co-requisites: None
Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

HIST 1112 - World History II (3)
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores
Co-requisites: None
Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

HIST 2112 - US History II (3)
Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include: the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

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 Plant Identification I 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 (4)
(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 1041 - Landscape Construction (4)
Pre-requisites: None
Co-requisites: None
This course develops fundamental skills in landscape construction with an emphasis on landscape grading, drainage, retaining walls, and pavements. Topics include workplace safety, site preparation, project layout, construction methods, sequencing, and managerial functions.

HORT 1050 - Nursery Production and Management (4)
(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 (4)
(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 1070 - Landscape Installation (4)
Pre-requisites: None
Co-requisites: None
This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf, and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.

HORT 1080 - Pest Management (3)
(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 1100 - Introduction to Sustainable Agriculture (3)
Pre-requisites: Provisional Admission
Co-requisites: None
Introduces the fundamentals of small scale agriculture with a sustainable approach. Emphasis will be placed on an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.

HORT 1110 - Small Scale Food Production (4)
Pre-requisites: Provisional Admission
Co-requisites: None
Continues hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets or CSA (Community Sponsored Agriculture). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

HORT 1120 - Landscape Management (4)
(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 and Water Management (4)
(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 (4)
(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 1500 - Small Engine Repair and Maintenance (3)
Pre-requisites: Program Admiss
Co-requisites: None
Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubircation, filtration, and maintenance; and engine repair.

HORT 1560 - Computer-Aided Landscape Design (4)
(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 (3)
(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.

HUMN 1101 - Introduction to Humanities (3)
Pre-requisites: None
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature in the early, middle, and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.

ICET 2010 - Electromechanical Devices (4)
Pre-requisites: None
This course introduces electromechanical devices which are essential control elements in electrical systems. Topics include: fundamentals of electromechanical devices, control elements in electrical circuits, typical devices such as generators and alternators, DC and AC motors and controls, and transformers. Quantitative analysis of power losses, power factors, and efficiencies in DC, single-phase and three-phase dynamos are stressed. Laboratory work parallels class work.

IDFC 1007 - Industrial Safety Procedures (2)
(Replaces a portion of IFC 100—see IDFC 1000)
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 1011 - Direct Current I (3)
(Replaces a portion of IFC 100—see IDFC 1000)
Pre-requisites: None
Co-requisites: None
Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IDFC 1012 - Alternating Current I (3)
(Replaces IFC 102)
Pre-requisites: None
Co-requisites: None
Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

IDFC 1013 - Solid State Devices 1 (3)
Introduces the physical characteristics and applications of solid state devices. Topics include: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

IDSY 1101 - DC Circuit Analysis (3)
Pre-requisites: None
Co-requisites: None
This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IDSY 1105 - AC Circuit Analysis (3)
Pre-requisites: None
Co-requisites: None
This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

IDSY 1110 - Industrial Motor Controls I (4)
(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 (4)
(Replaces IDS 101 or IDS 107 and IDS 141)
Pre-requisites: None
Co-requisites: None
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130 - Industrial Wiring (4)
(Replaces IDS 103)
Pre-requisites: None
Co-requisites: None
Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, over current protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1170 - Industrial Mechanics (4)
(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 (4)
(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 1195 - Pumps and Piping Systems (3)
Pre-requisites: None
Co-requisites: None
This course provides instruction in the fundamentals concepts of industrial pumps and piping systems. Topics include: pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

IDSY 1210 - Industrial Motor Controls II (4)
(Replaces IDS 115, IDS 121, and IDS 131)
Pre-requisites: None
Co-requisites: None
This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220 - Intermediate Industrial PLCs (4)
(Replaces IDS 101 or IDS 107 and IDS 142)
Pre-requisites: None
Co-requisites: None
This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

IDSY 1230 - Industrial Instrumentation (4)
(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.

IDSY 1240 - Maintenance for Reliability (4)
Pre-requisites: None
Co-requisites: None
Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

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 (2)
(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
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.

MAET 1000 - Safety, Marine Fundamentals & Precision Measuring (3)
Pre-requisities - None
Introduces the basic concepts and practices necessary for safe and effective marine shop operation as well as the use of precision measuring instruments used to accurately check various engine, gearcase, and other components used in marine engines and accessories.

MAET 1025 - Marine Engine Fundamentals & Servicing (4)
Pre-requisities - None
Introduces the basic concepts of 2-stroke and 4-stroke engine theory and service. Topices include: 2-stroke and 4-stroke engine fundamentals, cylinder head and valve train servicing, short block servicing, 2-stroke and 4-stroke engine diagnosis, and block repair methods.

MAET 1045 - Marine Engine Electrical Systems (3)
Pre-requisities - None
Introduces electrical and electromagnetic theory and their application to marine engine electrical and electronic systems. Basic principles, diagnosis, service and repair of marine batteries, starting systems, starting system components, alternators and regulators are also emphasized. Topics include: electromagnetic theory, electrical theory, electrical test equipment, Ohm's law, battery application and service, starting and charging systems, starting and charging system components, recoil starter servicing, and diagnostic procedures.

MAET 1070 - Marine Engine Ignition Systems (3)
Pre-requisities - None
Emphasizes the fundamental theory, disgnosis, repair and service of conventional, electronic and computer controlled marine ignition systems. Topics include: Ignition system principles, ignition system components, diagnostic procedures, and performance analysis.

MAET 1085 - Marine Engine Fuel Systems (4)
Pre-requisities - None
Introducesfuel system theory, diagnosis, repair, and service for engines with carburetion systems or electronic fuel injection systems. Topics include: fuel types and additives, fuel system components, carburetor theory, oil injection systems, diagnostic and service procedures for carburetion systems, electronic fuel injection

theory, electronic fuel injection components, direct fuel injection theory, and electronic fuel injection diagnostic and repair procedures.

MAET 1100 - MarineEngine Cooling Systems (2)
Pre-requisities - None
Emphasizes the basic principles, diagnosis, service and repair of marine colling systems. Topics include: cooling system fundamentals, cooling system components, ad diagnostics and servicing.

MAET 1125 - Marine Drive and Cooling Systems (4)
Pre-requisities - None
Emphasizes the basic principles, diagnosis, service and repair of marine outdrive and transom bracket assemblies as well as outboard gear cases and cooling systems. Topics include: transom bracket servicing, upper gear case servicing, lower gear case servicing, cooling system components and cooling system diagnosis.

MAET 1150 - MarineAccessories (4)
Pre-requisities - None
Emphasizes rigging, propping, and the basic principles, diagnosis, service and repair of marine hydraulic trim and tilt systems. Topics include: rigging, propping, outboard midsection servicing, hydraulic system fundamentals, and trim and tilt servicing.

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, COMP 1000, ENGL 1010
Co-requisite: None
Emphasizes essential skills required to file insurance claims within the medical practice. Provides information on types of third party plans, managed care policies and procedures, and insurance coding conventions. Topics include: managed care, reimbursement, and coding.

MAST 1110 - Administrative Practice Management (3)
(Replaces MAS 111)
Pre-requisite: Program Admission, ALSH 1011, ALHS 1090, COMP 1000, ENGL 1010
Co-requisite: None
Emphasizes essential skills required for the medical practice in the areas of computers and application of computer skills, electronic health records, accounting

procedures, and practice management software. Topics include: accounting procedures; and application of software.

MAST 1120 - Dieses (3)
(Replaces MAS 112)
Pre-requisite: Program Admission
Co-requisite: None
Provides review of anatomy and physiology per body system and 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 (4)
(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 (4)
(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
Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include: format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

MATH 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 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 1103 Quantitative Skills and Reasoning (3)

This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

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.

MATH 1127 – Introduction to Statistics (3)
Pre-requisite: Appropriate algebra placement test score.
Co-requisite: None
Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

MATH 1131 – Calculus I (4)
Pre-requisite: Regular Admission and MATH 1113 with a C or better OR appropriate math placement test score.
Co-requisite: None
Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

MATH 1132 – Calculus II (4)
Pre-requisite: Regular Admission and MATH 1113 with a C or better OR appropriate math placement test score.
Co-requisite: None
This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations,improper integrals, sequences, and series.

MCHT 1011 - Introduction to Machine Tool (4)
(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 - Print Reading 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 1020 - Heat Treatment and Surface Grinding (4)
Pre-requisite: Program Admission
Co-requisite: None
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1119 - Lathe Operations I (4)
(Replaces MCH 109)
Pre-requisite: None
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: None
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.

MCST 1000 - Introduction to Motorcycle Technology (4)
Pre-requisites: Program Admission
Co-requisites: None
This course serves as an introduction to the program and the field of professional motorcycle service. Topics include: work facility safety and cleanileness, safety devices, environmental safety, fire prevention, personal safety, as well as the operation, construction, design, testing, maintenance, and repair of motorcycle and ATV systems and components.

MCST 1110 - Motorcycle Maintenance (5)
Pre-requisites: None
Co-requisites: MCST 1000 Introduction to Motorcycle Technology
This course serves as an introduction to the field of professional motorcycle service. Topics include: advanced shop and tool techniques, preventive maintenance, adjustments, and minor repairs. Upon completion students should be able to perform basic inspection and service of motorcycles and ATVs.

MEGT 1010 - Manufacturing Processes (3)
Pre-requisites: Program admission
Co-requisites: ENGT 1000 - Introduction to Engineering Technology
This course introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include: casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The course includes lab exercises that demonstrate the applications of the topics covered in actual manufacturing processes.

MEGT 1321 - Machining and Welding (2)
Pre-requisites: Program admission
Co-requisites: MEGT 1010 - Manufacturing Processes
An introduction to machining and welding technology. This course will include emphasis of use and operation of selected machinery, various machining operations, selected welding processes and precision measuring instruments to be combined with laboratory projects and safety. Topics will include industrial safety and health practices; welding quality; use of cutting and grinding tools; introduction to welding terms and symbols; shielded metal arc welding (SMAW); gas metal arc welding (GMAW); gas tungsten arc welding (GTAW); basic machining operations; and precision measuring instruments.

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 of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

MGMT 1110 - Employment Rules and Regulations (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 1161 - Service Industry Business Environment (2)
This course introduces the learner to the service industry. Topics include: an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

MKTG 1162 - Customer Contact Skills (4)
This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

MKTG 1163 - Computer Skills for Customer Service (2)
Pre-requisite: MKTG1162 - Provides students with the fundamentals of computer skills used in a customer service environment. Topics include: introduction to

computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases and introduction to E-mail.

MKTG 1164 - Business Skills for the Customer (2)
Pre-requisite: 1163 - Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include: introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tolls for team problem-solving and service improvement.

MKTG 1165 - Personal Effectiveness in Customer Service (1)
Pre-requisite: MKTG 1164
Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include: personal wellness and stress management, positive image, and job interview skills.

MKTG 1190 - Integrated Marketing Communications (3)
(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 - Global 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 1020 - Motorsports Machine Tool (4)
Pre-requisite: Program Admission
Co-requisite:
This course introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. There will be an emphasis on motorsports specific projects.

MSVT 1030 - Motorsports Welding (3)
Pre-requisite: Program Admission
Co-requisite:
This course introduces welding techniques commonly used in motorsports including MIG and TIG welding, plasma cutting, welding of tubing and light gauge metals specific to motorsports.

MSVT 1040 - Gear Box 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 (3)
(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.

MUSC 1101 - Music Appreciation (3)
Pre-requisite Appropriate Degree Level Writing (English) and Reading Placement Test Scores.
Co-requisite: None
Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well-known works of music. This course encourages student interest in musical arts beyond the classroom.

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.

NAST 2100 - Nurse Aide Accelerated (7)
Pre-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 (4)
(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.

PHSC 1111 - Physical Science (3)
Introduces the fundamentals of classical physics, the solar system, and universe from a descriptive viewpoint. Topics include: mechanics, temperature and heat, waves, electricity and magnetism, and astronomy. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments.

PHYS 1111 - Introductory Physics I (3)
Pre-requisites: ENGL 1101 Composition and Rhetoric AND MATH 1112 College Trigonometry OR MATH 1113 Precalculus
Co-requisites: PHYS 1111L - Introductory Physics Lab I
The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

PHYS 1111L - Introductory Physics Lab I (1)
Pre-requisites: ENGL 1101 Composition and Rhetoric AND MATH 1112 College Trigonometry OR MATH 1113 Precalculus
Co-requisites: PHYS 1111 - Introductory Physics I
Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

PHYS 1112 - Introductory Physics II (3)
Pre-requisites: PHYS 1111 - Introductory Physics I (201003L)
PHYS 1111L - Introductory Physics Lab I
Co-requisites: PHYS 1112L - Introductory Physics Lab
The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics(interference and diffraction).

PHYS 1112L - Introductory Physics Lab II (1)
Pre-requisites: PHYS 1111 - Introductory Physics I AND PHYS 1111L - Introductory

Physics Lab I
Co-requisites: PHYS 1112 - Introductory Physics
Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

PNSG 2010 - 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 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
At the completion of this maternity course, students will have completed a minimum of 37.5 clock hours of maternity related clinical experience. This course focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence

across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and non-pathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)

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 to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

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
At the completion of this nursing course, student will have completed 75 hours of leadership related clinical experience. This course builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

POLS 1101 - American Government (3)
Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include: foundations of government, political behavior, and governing institutions.

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 & 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 Sports and Fitness 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 - Sports and Fitness 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 Sports and Fitness (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)
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)
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)
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)
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 - Sports and Fitness Management Internship (8)
(Replaces RLM 247)
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.

RNSG 1650 - Principles of Pharmacology (3)
Principles of Pharmacology introduces the science of pharmacology while considering the role of the registered nurse in the preparation, management, and administration of medications. The course will provide insight into the principles of pharmacodynamics and pharmacokinetics. Several concepts such as evidence-based practice, quality and safety, nursing judgment, informatics, health teaching and health promotion, and professional identity will be introduced. Additional topics include drugs acting on the nervous, endocrine, cardiovascular, renal, and respiratory systems.

RNSG 1651 - Transition to Professional RN Practice (8)
This course is designed to assist the licensed practical nurse (L.P.N.) to matriculate into the second level of the nursing sequence by giving credit for previously learned knowledge and skills. This course provides for a transition from the role of the practical nurse to the role of the registered nurse and introduces the student to the conceptual framework and philosophy of the associate degree nursing program. The existing knowledge base of the student will be built upon with the introduction of new concepts and skills. Course content focuses on nursing care of diverse clients (from early adulthood to later maturity) experiencing physiological, biopsychosocial, developmental, and/or spiritual, transitional responses related to medical, or mental health/wellness function(s). The utilization of therapeutic communication skills, a caring attitude, and teaching/learning principles that promote or restore health will be incorporated into the areas of transitions that the client may be experiencing. Concepts in pharmacology, drug administration, physical assessment, and nutrition will be included in critical thinking activities that will assist the student in identifying the effect that these modalities have on a client experiencing a transition in health.

RNSG 1652 - Adult Health Nursing 1 (6)
This course is designed to prepare the student to care for patients with selected medical/surgical conditions. This course includes classroom theory and clinical experiences. The course integrates the nursing process in caring for patients with

respiratory, cardiovascular, gastrointestinal, neurological, and sensorineural conditions. The role of the nurse as a provider of care will incorporate clinical decision-making, patient teaching, coordination of care, clinical reasoning, medication administration, and collaboration with the various healthcare team members.

RNSG 1653 - Mother/Baby Family and Pediatric Nursing (5)
This course is designed to prepare associate degree nursing students to provide nursing care to a variety of clients experiencing transitions of health status related to childbearing and the health care of children. Students will be challenged to integrate prior and new knowledge using therapeutic communication, critical thinking, and clinical judgment to plan and provide nursing care for women, newborns, and children. Incorporation of the dynamic interplay of culture, socioeconomic status, spiritual beliefs as well as psychological and physiological needs in the care of the individual within the context of the family will be expected. Reflection upon the legal and ethical issues affecting the family and collaboration with the family and other health team members in a variety of community settings will be part of the learning experience. The student will gain knowledge in the system of classification/prototypes of drugs according to the body system.

RNSG 1654 - Adult Health Nursing II (9)
This second adult health course focuses on the care of clients with critical care/ acute/ chronic/complex needs and problems related to health transitions in cardiac, renal, gastrointestinal, neurological, endocrine, and immunological systems. Emphasis in this course is placed on the refinement of assessment; care planning; critical thinking and decision making; communication; and nursing skills of the associate degree nursing student.

RNSG 1655 - Mental Health Nursing (3)
Mental Health Nursing Concepts is designed to prepare the student to care for individuals with alterations in their mental health while utilizing nursing judgment. Topics will include anxiety, depression, addiction, schizophrenia, and dementia. Psychopharmacology, behavioral and cognitive therapies, and other treatment modalities will be integrated throughout the course. The course integrates the concepts of professional identity, teamwork and collaboration, quality and safety, evidence-based practice, informatics, and health teaching and health promotion as they relate to the care of clients with alterations to their mental health. Students will care for patients from diverse cultural and ethnic backgrounds with mental health alterations in a variety of acute care and community settings.

SFMA 1200 - Nutrition for Sports (3)
Pre-requisites: None
Co-requisities: None
An introduction to the characteristics of the essential dietary nutrients and their respective roles in the body. Emphasis is placed on the special dietary requirements of athletes, the importance of pre and post event nutrition; potential problems encountered by athletes and ergogenic foods and drugs.

SFMA 1210 - Certified Personal Training I (4)
Pre-requisites: Program Admission
Co-requisities: AHLS 1011 and ALHS 1040
This course is designed to prepare and qualify students to sit for the certified personal trainer exam through the American Council on Exercise (ACE). This course covers general anatomy, joint and muscle function, and the analysis of body movements. Students will learn to assess clients and individualize and implement exercise programs for apparently healthy adults.

SFMA 1220 - Certified Personal Training II (4)
Pre-requisites: SFMA120
Co-requisities: None
This course is a continuation of SFMA 1210. This course introduces legal guidelines and business considerations when managing a personal trainer business. Students will learn to individualize and implement exercise programs for multiple populations.

SFMA 1240 - Seminar in Sports and Fitness (2)
Pre-requisites: Program Admission
Co-requisities: None
Seminar focuses on job preparation and review for the American Council on Exercise national certification exam. Course will also provide a basic overview of activities involved in planning, establishing, and managing a personal trainer business.

SFMA 1250 - Biomechanics of Personal Training and Sports Technique I (3)
Pre-requisites: Program Admission
Co-requisities: None
This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in personal training. Topics include guidelines for conducting health and fitness assessments and for instructing safe, effective, and purposeful exercise.

SFMA 1251 - Biomechanics of Personal Training and Sports Technique II (3)
Pre-requisites: SFMA 1250
Co-requisities: None
This course is designed to provide theoretical knowledge and practical skills in preparation for a national certification exam in personal training. Topics include designing and implementing appropriate exercise programming. The course will also introduce the legal and ethical aspects of the practice of personal training.

SOCI 1101 - Introduction to Sociology (3)
(Replaces SOC 1101 or SOC 191
Pre-requisite: Program Admission
Co-requisite: 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.

UAST 1100 - Drone Applications (3)
Pre-requisities: None
This course introduces fundamental concepts necessary for the operation of unmanned aerial vehicles (drones) and prepares studens for drone use in commercial settings. Laboratory demonstrations and student practice parallel course work. Topic include: Commercial Applications, Laws and Regulations, Drone Operations, Operational Limitations, Remote Pilot in Command Certification and Responsibilities, Aircraft Requirements and Safety Considerations..

UEQT 1100 - Utility Equipment Organization Principles (3)
(Replaces UET 110)
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)
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)
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)
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)
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)
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)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 (4)
(Replaces WLD 100)
Pre-requisite: Provisional Admission- 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 and Plasma Cutting (4)
(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 (4)
(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 of electrodes 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 (4)
(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 (4)
(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 (4)
(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 performan

FACULTY & STAFF DIRECTORY

Phone #'s (229) area code

PRESIDENT'S OFFICE

Dr. John Watford, President	931-2150
Teresa O'Bryant, Administrative Assistant	931-2150
Jason Carpenter, AD/Women's Head Basketball Coach	931-2039
Olivia Melvin, Assistant Women's Coach/Intramurals	931-2545
Chris Ballauer, Head Men's Basketball Coach	931-2596
Terri Battle, Athletic Coordinator	931-2719

ACADEMIC AFFAIRS

Julie Partain, Vice President for Academic Affairs	931-2004
Dr. David Finley, Academic Dean	931-2068
Brett Murray, Academic Dean	
Alicia Pinckney	931-2004
Melissa Grantham, Administrative Assistant	931-2716
Alison King, Librarian	931-2562
Brittny Wright, High School Coordinator	931-2866
Mykaula Harvey, High School Initiatives Specialist	931-5161
Katrice Martin, Academic Dean and Grants Coordinator	931-2508

ECONOMIC DEVELOPMENT

Tami Blount, Administrative Assistant/Partnership Coordinator	931-2040
Paul Farr, Director of Business & Industry Services	931-2482
Cynthia Carter, Career Services Director	931-2057

STUDENT AFFAIRS

Eulish Kinchens, Vice President of Student Affairs	931-2902
Peiaere Adderely, Student Affairs Assistant	931-2252
Josh Curtin Assistant Vice President and Student Activities	
Kari Bodrey, Registrar	931-2249
Candie Walters, Director of Admissions	931-2299
Tylen Pepito, Recruiter/Admissions Coordinator	931-2865
Terrie Smith, Administrative Assistant	931-2760
Kadeem Williams, Student Affairs Assistant	931-2273
Jennifer Robinson, Special Services Coordinator	931-2595
Calvin Hodges, Chief of Security & Dorms	931-2130
Campus Safety–Office	931-2599
Campus Safety–Cell Phone	938-2992

ADMINISTRATIVE SERVICES

Lea Coe, Vice President of Administrative Services	931-2132
Danyell Tobias, Director of Administrative Services	931-2318
Gail Clary, Purchasing Technician	931-2318
Robin Bell, Director of Accounting	931-2652
Karen Lewis, Banner Receivables Specialist	931-2633
Dorothy Harvey, Accounts Receivable	931-2381
Illiana Yanez-Virgen, Accounts Payable	931-2449
Jackie Horsley, Account Specialist	931-2117
Suzanne Singletary, Human Resources Director	931-2450

Erica Carrillo, Human Resources Specialist	931-2454
Kelly Everett, Director of Financial Aid	931-2351
Jasmine Mercer, Financial Aid Specialist	931-2755
Lacy Bailey, Financial Aid Specialist	931-2319
Amanda Murray, Receiving & Distribution Manager	931-2856
Christina Strickland, Bookstore Assistant	931-2677
Gary Prince, Chief Information Technology Director	931-2354
Andrea Edwards, Technology Specialist	931-2178
Tom Jones, Technology Support Specialist	931-2214
Jeffery Roberts, Technology Specialist	931-2997

IINSTITUTIONAL ADVANCEMENT/MARKETING

Su Ann Bird, Vice President for Institutional Advancement	931-2110
Patrick Peacock, Marketing Specialist	931-4739
Leah Cannady, Institutional Advancement Assistant	931-2248

OPERATIONS-Maintenance, WIOA & ADULT EDUCATION

Karen Werling, Vice President Operations	931-2731
Sandhya Muljibhai, WIOA Coordinator	931-2553
Sarah Teal, WIOA Assistant	931-2172
Tracy Israel, Dean of Adult Education	931-2565
Lisa Truitt, Chief GED Examiner	931-4998
Kenia Wills, GED Testing Assistant	931-7323
Lisa Jordan, GED Administrative Assistant	931-2565

MAINTENANCE & CUSTODIAL

Jeff Moore, Facilities Director	931-2572
Jon Butler	
Johnathan Clark, Groundskeeper	
Robert Watzlowick, Custodian	
Justin Yarbrough, Custodian	
Justin Foster, Maintenance	
Kelvin Pine, Custodian	
Roy Statham, Maintenance	
Josh Watzlowick, Maintenance	
Altomese Harrison, Custodian	
Glenn Bryant, Custodian	

CRISP COUNTY CENTER

Michele McGowan, Academic Dean & Director of Business	271-4049
Shemara Fields, Administrative Assistant	271-4042
Macy Williams, Admissions Coordinator	271-4051
Jennifer Gilmore, Financial Aid Specialist	271-4043
Shatarra Lundy, Bookstore	271-4070
D.W. Persall, Library Services & Technology Coordinator	271-4071
Charlene Williams, Retention Specialist	271-4048
Tutor	271-4048
Facilities Manager	271-4060
Custodian	271-4060
Campus Safety	942-2067

FACULTY—AMERICUS CAMPUS

Phone #'s (229) area code

Sheri Bass, Medical Assisting	931-2953
Kevin Beaver, Motorsports Vehicle Technology	931-2578
Brenda Boone, Accounting	931-2621
Matthew Burks, Agricultural Technology	931-2401
Jennifer Childs, Practical Nursing	931-2447
Charles Christmas, Avionics	931-2584
Matthew Cowan, Biology	931-2243
Johnny Griffin, Air Conditioning Technology	931-2598
Mike Collins, Electronics Technology	931-2593
Ken Coptsias, Commercial Truck Driving	931-2976
Jaye Cripe, Early Childhood Care & Education	931-2743
Mary Cross, Marketing Management	931-2317
Brandon Dean, Automotive Technology	931-2579
Ted Eschmann, Welding and Joining Technology	931-2597
Chris Ballauer, Sports and Fitness Management	931-2039
David Grant, Aviation Maintenance Technology	931-2582
Victoria Herron, Aviation Maintenance Technology	931-2583
Veronda Cladd, Computer Information Systems	931-2556
Andre Robinson, Barbering	931-2065
Christine Rundle, Practical Nursing	931-5731
Teresa McCook, Criminal Justice Technology	931-2808
Keith McCorkle, Electric Power Generation	931-2586
Dorothea Lusane-McKenzie, Cosmetology	931-2350
Law Enforcement Academy	931-2756
Patrick Owen, Industrial Systems Technology	931-2574
David Cox, Agricultural Technology	931-2005
Paul Pearson, Aviation Maintenance	931-2583
Jake Pitman, Precision Maching and Manufacturing	931-2573
Donald Rountree, Heavy Equipment Dealers Service Technology	931-2076
Rance Pross, Heavy Equipment Dealers Service Technology	931-2451
Christine C. Rundle, Practical Nursing	931-5731
Starlyn Sampson, Auto Collision Repair Technology	931-2580
Christopher Chase Shannon, Diesel Equipment Technology	931-2587
Sharon Smith, Computer Info. Sys./YDC Campus	931-5862
Michele Seay, General Education, Psychology/Sociology	931-2636
Chester A. Taylor, III, General Education, Math	931-2517
Ricky Watzlowick, Culinary Arts	931-2558
Jason Wisham, Aircraft Structural	931-2585
Patrick Owen, Electrical Systems Technology	931-2591
Jason Wisham, Aircraft Structural Technology	931-2585
Jeana Yawn, Medical Assisting	931-2953

ADULT EDUCATION INSTRUCTORS

Tracy Israel, Sumter County	931-2571
Robbie Edalgo, Crisp County	271-4059
Betty Eschmann, Webster County	828-8785

Melissa Faircloth,	931-2685
Connie Hart, Macon County	472-3417
Angela Kauffman, Sumter County/Macon	931-7323
Mary King, Marion County	649-3639
Tonya Visage, Sumter County	931-7323
Virginia Wilson, Sumter County	931-7323
Mary Wooldridge,Marion County	649-4880

GED EXAMINERS

Lisa Truitt, Chief GED Examiner	931-4998
Sherri Martin, Alt. Examiner	931-4998
Shuri Rand, Alt. Examiner	931-4998
Ed Turley, Alt. Examiner	931-4998

FACULTY—CORDELE CAMPUS

Phone #'s (229) area code

Thomas Moore, Welding and Joining Technology	271-4054
Wanda Bishop, Criminal Justice Technology	271-4055
General Education, English	271-4068
Carol Cowan, Medical Assisting	271-5188
Jeff Sheppard, Electrical Systems and Air Conditioning Technology	271-4056
Kelly Northern, Practical Nursing	271-4069
Wendy Prince, Computer Information Systems	271-4061
Taylor Hughes, Commercial Truck Driving	271-4042
Brad Harnum, Firefighter/Emergency Services	271-5189
Teresa Jolly, Business Technology	271-4023
Johnny Davis, Culinary Arts	271-4086
Cambrette Hudson, Early Childhood Care & Education	271-4064
Practical Nursing	271-4906
Rose Leggett, General Education, Math	271-4067

Notes

SOUTH GEORGIA TECHNICAL COLLEGE

Americus Campus
900 South GA Tech Parkway
Americus, GA 31709
229.931.2394

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

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