2011 - 2012 CTC CATALOG

Appalachian · Austell · Canton · Marietta · Mountain View · North Metro · Paulding · Woodstock

To view the most current version of the academic catalog, please visit our website at www.ChattahoocheeTech.edu

Chattahoochee
TECHNICAL COLLEGE

A Unit of the Technical College System of Georgia. Equal Opportunity Institution.

CHATTAHOOCHEE TECHNICAL COLLEGE

General Catalog: 2011-2012

Appalachian Campus
100 Campus Drive
Jasper, Georgia 30143
(706) 253-4500

Austell Campus
1578 Veterans Memorial Hwy.
Austell, Georgia 30168
(770) 732-5900

Canton Campus
1645 Bluffs Parkway
Canton, Georgia 30114
(770) 528-4545

Marietta Campus
980 South Cobb Drive
Marietta, Georgia 30060
(770) 528-4545

Mountain View Campus
2680 Gordy Parkway
Marietta, Georgia 30066
(770) 509-6305

North Metro Campus
5198 Ross Road
Acworth, Georgia 30102
(770) 975-4000

Paulding Campus
400 Nathan Dean Boulevard
Dallas, Georgia 30132
(770) 443-3600

Woodstock Campus
8371 Main Street
Woodstock, Georgia 30188
(678) 454-1800

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

This policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, Equal Pay Act, Age Discrimination in Employment Act, Americans With Disabilities Act (ADA), Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Immigration Reform and Control Act of 1986; and O.C.G.A. § 45-19-21 and other related state statutes.

Coordinators

Chattahoochee Technical College has the following services and positions available:

- ✓ ADA Section 504
- ✓ Title VI
- ✓ Title IX

2011-2012 Catalog

The statements set forth in this document are for informational purposes only and should not be construed as the basis of a contract between a student and this school.

While the provisions of this document will ordinarily be applied as stated, Chattahoochee Technical College reserves the right to change any provision listed in this catalog without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is the student's responsibility to be informed. An online version of the catalog will also be updated twice a year on the Chattahoochee Tech web site at **www.ChattahoocheeTech.edu**.

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MESSAGE FROM THE PRESIDENT

Chattahoochee Technical College serves a combined student population of 13,000, across six counties and eight campuses in North Georgia to become the largest technical college in Georgia.

As the flagship technical college in Georgia, Chattahoochee Technical College provides greater opportunities and resources to assist students in completing their educational and career goals. Your experience at Chattahoochee Technical College will be one of growth, change and opportunity – the opportunity to learn new things in and out of the classroom. Your choice to attend Chattahoochee Technical College means that many people will be there to guide you along the way. Our faculty will inform and challenge you. Staff and administration will assist you with your needs. Fellow students will inspire you.
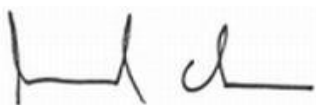
Students find many exciting benefits to attending Chattahoochee Technical College. With more than 100 programs of study, you can find the right program that meets market needs for the industry of your choice. We are conveniently located with eight campuses throughout our six county service area, as well as multiple online options. There are a substantial number of financial aid and foundation scholarships options to help make your goal of higher education a reality. Our smaller class sizes mean individualized attention when you need it. Many of our students come to CTC to find new and better jobs or advance in a career they are a part of already. We are proud of our excellent job placement numbers and commitment to you becoming a leader in your chosen industry. Our commitment to your professional goals doesn't stop at the classroom door. We partner with many local and regional industry leaders to provide you with a curriculum and course of study that will help you in the community in which you live.

To complete the college experience, student leadership opportunities are abundant through the numerous clubs, student lead organizations and collegiate athletics. In 2010, CTC's Golden Eagles men's club basketball team took the TCSGAA State championship. Now with club level football, baseball, fast pitch softball joining basketball, track and cross country, our students are doing well on and off the field.

The qualities that have attracted students to technical education for decades are not changing, just growing! Chattahoochee Technical College continues to offer expanded opportunities for current and future students. We remain committed to making this unique educational institution your home for exceptional technical education.

I wish you much success as you work toward your future.

Sincerely,

Sanford R. Chandler, Ed. D.

Mission

Chattahoochee Technical College provides North Central Georgia higher education opportunities through a variety of delivery options to successfully achieve academic and career goals while advancing workforce and economic development.

Vision

Chattahoochee Technical College will be committed to student-centered learning; acknowledged for its dedication to excellence and its quest for continued improvement; recognized for its proactive approach to quickly changing workforce development and technological trends; and responsive to the diverse needs of its students, businesses and communities of the region it serves.

Core Values

Chattahoochee Technical College is a dynamic learning college committed to achieving its Mission and Vision upholding the following College Values:

- College unity
- Student-centered learning
- Service to the community
- Academic excellence
- Innovation, assessment and improvement
- Integrity
- Respect for the individual
- Effective communication

General Education Philosophy

General education requirements at Chattahoochee Technical College are designed to provide graduates with a common academic experience which allows for the attainment of postsecondary academic knowledge and skills necessary to become successful in their career choice and lifelong learning. Verification of that attainment is accomplished through assessment of general education learning outcomes identified by the college's faculty. The achievement of these outcomes may occur over several courses in the graduate's program of study, including academic core as well as technical program courses.

The faculty's principal objective in establishing general education requirements is to encourage students to familiarize themselves with the conceptual frameworks that characterize the arts and humanities, the social sciences, and the natural sciences and mathematics. The faculty is committed to promoting in students knowledge about certain basic principles, concepts, and methodologies both unique to and shared by the various academic disciplines. Graduates are expected to acquire skills and knowledge in oral and written communication and quantitative methods that are appropriate to their award level. Through academic core courses, students are challenged to increase their ability to express ideas effectively in English; to extend their capacities for making informed judgments of value; to expand their knowledge and understanding of themselves, of their own and other cultures, and of the natural world;

and to develop their awareness of the ways in which the various academic disciplines may complement one another.

General Education Competency Statements
- AAS graduates will perform mathematical calculations at the college level.
- AAS graduates will compose essays that apply the writing process and research skills in a variety of rhetorical settings including but not limited to exposition, analysis, and/or argumentation.
- AAS graduates will demonstrate the ability to apply data, concepts, and knowledge in one of the natural sciences.
- AAS graduates will be able to identify and describe major intrapersonal, interpersonal, economic and/or sociological issues and trends.
- Diploma graduates will apply basic arithmetic operations in solving occupational and/or technical problems.
- Diploma graduates will produce logically organized, grammatically correct written communication for business and academic settings.
- All AAS and diploma graduates will demonstrate computer competency.

Accreditations

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

Chattahoochee Technical College maintains programmatic accreditation for its occupational programs with the Commission of the Council on Occupational Education,7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Requests for information on the policies, standards, or procedures of the Commission of the Council on Occupational Education may be sent to Dr. Gary Puckett, Executive Director, at the above address.

Program Accreditations

The Automotive Technology Program is certified by the National Institute for Automotive Service Excellence (ASE) upon the recommendation of the National Automotive Technicians Education Foundation (NATEF).

The Biomedical Engineering Technology degree program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone: (410) 347-7700.

Business Studies - Chattahoochee Technical College is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following business degrees: Accounting AAS, Business Administrative Technology AAS, Business Management AAS, and Marketing Management AAS.

The Culinary Arts Program is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC).

The Horticulture Program is accredited by The Professional Landcare Network (PLANET).

The Electronics and Computer Engineering Technology degree program is accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone: (410) 347-7700.

The Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727/210-2350

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Email: mail@jrcert.org

The Surgical Technology diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727/210-2350

Warranty Statement

The Technical College System of Georgia guarantees that graduates of state technical colleges or participating local technical colleges have demonstrated competence in those competencies as defined by the Industry Technical Committee and included in the approved state curriculum standards. *"Should any student within two years of graduation not be able to perform one or more of the competencies contained in the industry validated standard or program guide, including failure to pass a state required licensing examination, the Department agrees to provide specific retraining at any state technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fee."* Georgia's technical colleges take pride in being the first to offer this guarantee to our partners in business and industry. To inquire or to file claims under this warranty, please contact the Vice President of Student Affairs, Marietta Campus, 770.528.4545.

History of the College

The service areas of Appalachian, Chattahoochee, and North Metro Technical Colleges overlapped for many years, and together the colleges officially served six counties: Bartow, Cherokee, Cobb, Gilmer, Paulding and Pickens. On July 1, 2010, Appalachian, Chattahoochee, and North Metro Technical College became one as Chattahoochee Technical College.

Chattahoochee Technical College currently serves over 13,000 students across, six counties over eight campuses and has become the largest technical college in Georgia.

Chattahoochee's partnership with business and industry remains strong and a viable resource for meeting students career expectations throughout their studies and upon graduation.

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

Academics

The curriculum of Chattahoochee Technical College is designed to meet the needs of students pursuing postsecondary education that will lead to employment or further educational opportunities.

Chattahoochee Technical College is authorized to award Associate of Applied Science (AAS) degrees, diplomas, and technical certificates of credit (TCC).

Associate of Applied Science (AAS) degrees are offered in more than 30 programs of study. These programs differ from diploma programs primarily in the required academic core curriculum. Degrees require completion of a college-level curriculum in humanities and fine arts, mathematics and natural sciences, and social and behavioral sciences.

Diploma programs are designed to equip graduates with the skills, knowledge, and aptitudes for entry-level employment in their chosen field. Technical certificates of credit (TCC) train students in a skill block of specialized areas of competence. Many courses taken for a TCC apply toward a diploma if the student chooses to expand his or her skills and knowledge. Many programs offer courses during days and evenings, and many courses are available online for student convenience.

Perkins Funds

The Carl D. Perkins Vocational and Technical Education Act was originally authorized in 1984, and most recently reauthorized in 2006. The purpose of Perkins is to provide individuals with the academic and technical skills needed to succeed in a knowledge- and skills-based economy. Perkins supports career and technical education that prepares its students both for postsecondary education and the careers of their choice. Federal resources help ensure that career and technical programs are academically rigorous and up-to-date with the needs of business and industry.

Perkins funds are used for the following types of activities:
- Developing a strong accountability system that ensures quality and results
- Strengthening the integration of academic, career and technical education
- Ensuring access to career and technical education for special populations, including students with disabilities
- Developing and improving curricula
- Purchasing equipment to ensure that the classrooms have the latest technology
- Providing career guidance and academic counseling services
- Providing professional development for teachers
- Administrative Organization

State Board of Technical and Adult Education

Chattahoochee Technical College is under the policy and administrative control of the State Board of the Technical College System of Georgia (TCSG). This Board was established with the responsibility for the governance of state-supported, postsecondary technical colleges. The Board executes its responsibilities by adopting policies to provide general guidelines for governing the system. Under the supervision of the Commissioner of the Technical College System of Georgia, presidents of the colleges are given the responsibility and the authority for the administration of the college in accordance with the adopted policies. For a current listing of State Board Members, please visit: www.tcsg.edu/board_members.php.

Academic Calendar

To view the College Academic Calendar please visit: *www.ChattahoocheeTech.edu.*

Local Board of Directors

Chattahoochee Technical College's Board of Directors is composed of twenty-two members who were nominated for their positions by area industry and community leaders. Each member represents one of the six counties in the merged college's service area, and was selected and approved by the SBTAE. The primary responsibility of the local board is to interpret SBTAE policies and to provide supplemental policies for the college.

Mrs. Deane Bonner
President, Cobb County Branch
National Association for the Advancement
 of Colored People
Cobb County Representative

Ms. Kimberly Gresh
President
S.A. White Oil Company
Cobb County Representative

Ms. Pam Carnes, Vice Chair
President & CEO
Cherokee County Chamber of Commerce
Cherokee County Representative

Mr. Mark Haney
Senior Vice President Construction Real Estate
and Administrator
WellStar Paulding Hospital
Cobb County Representative

Mr. David Connell
President & CEO
Cobb County Chamber of Commerce
Cobb County Representative

Mr. Don Johnson
Owner/Agent
State Farm Insurance Co.
Cobb County Representative

Mr. Stevan Crew, Chair
President
Crew & Associates
Paulding County Representative

Mr. Mike Knowles
Vice President
Principal Business Relationships Manager
Atlanta North West Business Banking Group
Wells Fargo Bank, N.A.
Cobb County Representative

Mr. Mike Fields
Financial Consultant
Raymond James Financial Services, Inc.
Financial Institutions Division
Member FINRA/SIPC
Bartow County Representative

Ms. Melinda Lemmon, CEcD
Executive Director
Cartersville-Bartow County Department of
Economic Development
Bartow County Representative

Ms. Tracy A.D. Lewis
President
FasTrak Delivery & Warehouse, Inc.
Bartow County Representative

Mr. Tyre L. Rakestraw, Jr.
Retired Educator
Paulding County Representative

Ms. Frankie F. Shepherd
Retired Educator
Cherokee County Representative

Ms. Mitzi Smith
President
Sundial Plumbing Services
Cobb County Representative

Ms. Debbie Underkoffler
President
North Georgia Staffing
Cobb County Representative

Community and Economic Development

The mission of Chattahoochee Technical College's Community and Economic Development unit is workforce and economic development to enable the citizens of Bartow, Canton, Cherokee, Cobb, Gilmer, Pickens and Paulding counties to develop necessary skills to further their career goals. Through business and industry support programs, the unit aids in the creation and retention of jobs by supporting existing companies, entrepreneurs, and new companies coming to the area.

Credit Courses

The Chattahoochee Technical College Community and Economic Development unit offers two state-certified technical certificate of credit (TCC) programs. The Certified Manufacturing Specialist and Certified Customer Service Specialist programs can provide existing employees or potential employees with the basic skills necessary to succeed in the manufacturing or customer service industries. The HOPE Grant may cover tuition, fees, and books for eligible students enrolled in the technical certificates of credit.

Continuing Education

Continuing Education offers non-credit programs for professional and personal development to all lifelong learners. These courses are designed to meet our community's demand for knowledgeable practitioners in growing fields. Computer classes are offered for students from the novice to the experienced PC user including Introduction to Microcomputers and Windows applications. The program offerings are constantly updated and expanded to keep students abreast of the latest technology.

Licensing renewal and prep courses are available for Georgia Soil and Water Conservation, GA Contractors, Conditioned Heating and Air Contractor, Electrical Contractor. Examples of occupational training include Certified Nursing Assistant, Certified EKG Specialist, Certified Pharmacy Technician, Certified Phlebotomy Technician, Dental Assistant, Medical Coding and Billing, Paralegal, Fiber Optics, Private Investigator, and Real Estate. For law enforcement professionals, POST credit hours are also available. Personal enrichment and career development programs and seminars are offered; some examples of these are Accounting, QuickBooks, Successful Money Management, Digital Photography, English as a Second Language, French, Spanish, and Beginning Guitar. Our ACT testing center offers nationally recognized exams in many career fields such as pest control, automotive service excellence, and social work.

There are more than 2,900 on-line courses offered including but not limited to Professional Learning Units (PLUs) for Educators, Command Spanish, Real Estate, Creating Web Pages, Accounting Fundamentals, Medical Terminology, A to Z Grant Writing and Medical Coding for those who face time and distance limitations. Courses are affordable, designed for adults, and are offered at convenient times and locations. *Please call Continuing Education at 770-528-4550 to request a Continuing Education Catalog or to obtain more information*.

Chattahoochee Technical College provides first aid and CPR training through the American Heart Association Community Training Center at the Marietta campus as well as through the Medic First Aid

Center at the Appalachian campus. Both centers act as resources for instructor affiliates as well as provide training in basic, advanced and pediatric life support.

Business/Industry Support

Corporate Training

Chattahoochee Technical College's Community and Economic Development unit supports existing business and industry, entrepreneurs, and new companies coming to the area in several ways. We offer contract training services to businesses and industries in our service area. Contract training can be provided on virtually any topic the client company needs to ensure that existing employees upgrade their skills to keep pace with a rapidly changing environment. This training is customized in content, teaching methodology, training schedule, and delivery location based on the needs of the company. Common training topics include safety, leadership, management and supervisory development, industrial maintenance and technology, customer service, and quality systems.

Consulting Services

The Economic Development unit offers contract consulting services in the areas of strategic planning, detailed job profiling and analysis, lean principles, and occupational and mine safety and health (OSHA and MSHA). These services enable smaller companies to meet their goals and regulatory mandates in a cost-effective manner.

Georgia Re-Training Tax Credit

Firms which provide certain types of training to their employees are able to receive a tax credit when filing their state tax returns. Qualified programs include ERP and SAP systems, changes in operating systems, computer training, quality initiatives such as ISO 9000, and technology training on new equipment. The credit allows up to $500 per person per program per year. Unused credits may be carried forward for 10 years. The Vice President of Community and Economic Development at Chattahoochee Technical College is available to assist and is authorized by the state to review and approve applications. *Call 770-528-4550 for additional information.*

Quick Start

In conjunction with the Technical College System of Georgia, Community and Economic Development coordinates training services of the Georgia Quick Start program. This program helps provide a trained workforce free of charge for eligible new and expanding businesses and industries in the area. *For more information on customized contract training, customized contract consulting services, or Quick Start, contact Community and Economic Development at 770.528.4550 or visit www.ChattahoocheeTech.edu.*

Conference and Educational Facilities

Chattahoochee Technical College offers beautifully appointed rental facilities at several of our campuses that can accommodate a wide range of events from training seminars to elegant corporate receptions. Our Appalachian, North Metro and Paulding Campuses can accommodate various events, trainings and meetings. The Marietta Campus has classrooms available for rent. The North Metro location has a 260-theatre style seat auditorium. A catering kitchen is available at the Appalachian Campus.

The facility rentals available on these campuses supply local area associations, businesses, government agencies, private parties and non-profit organizations with a professional atmosphere in which to conduct trainings, board meetings, conferences, corporate parties, sales meetings, seminars, trade

shows, special and other community related events. These facilities include the use of state-of-the-art audio and visual equipment. *For more information on our facility rentals, contact Community and Economic Development at 770.528.4550 or visit www.ChattahoocheeTech.edu*

ADMISSIONS

General Policy

Chattahoochee Technical College will serve qualified applicants who are able to benefit from a course or program of study. Specific programs of study have admissions requirements determined by the Technical College System of Georgia (TCSG) and by the college. These requirements are based on criteria developed to help students determine their potential for success in that program. Placement evaluations, satisfactory academic background and performance, and other appropriate measurements are used to determine readiness for program entrance. If a student desires a program of study for which he or she does not have the appropriate educational background, learning support courses are available to prepare the student for the program.

Admission Requirements

Age

Applicants for admission must be at least 16 years of age. Minimum age requirements may differ for some programs.

Education

 A high school diploma or GED will be required for admission to the college or to a program as specified by the program's standards. High school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas are not recognized for admission purposes. High school diplomas must have been awarded by a secondary school that is accredited by an agency included in the TCSG's list of approved accreditation agencies. Applicants who received a diploma from a country outside the United States must have the transcript evaluated for equivalency by an approved evaluation service and have that evaluation sent directly to Chattahoochee Technical College.

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

- Submit a letter from the local superintendent's office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. § 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

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

- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.

Individuals who cannot meet the above requirements may be admitted to the college by obtaining a GED.

Assessment

All new applicants must take the COMPASS test for advisement and program placement. In lieu of COMPASS scores, applicants may submit official SAT, ACT or ASSET scores, provided these scores are no more than 60 months old. If an applicant's alternative scores do not meet the college's minimum program scores for program entrance, the applicant must take the COMPASS test. Scores indicate areas of strength and areas requiring remediation. If scores are not high enough for placement directly into the program of study, Learning Support coursework is required.

Other Admission Requirements

In addition to the above criteria, some programs may have other requirements. Please consult the the College website for individual program guidelines.

Admission Types and Procedures

For Beginning Students

Procedures for applicants to Chattahoochee Technical College with no previous college experience:

- Submit an admission's packet (including your completed application; your non-refundable application fee; and a sealed, official copy of your high school, GED transcript or required documentation for home study) to the Admissions or Student Affairs Office at the campus of your choice **before the posted deadlines**. All international transcripts or diplomas must be evaluated by an approved evaluation service, and that evaluation must be received in a sealed agency envelope. ALL ITEMS SHOULD BE SUBMITTED SIMULTANEOUSLY.

- Documents sent to the college prior to submitting the application and required application fee should be re-sent. CTC is not responsible for documents mailed for non-applicants.

- Submit SAT, ACT, ASSET, COMPASS and Georgia High School Graduation- English Language Arts test scores taken within the last 60 months. If these scores are not available or do not meet the college's minimum scores, applicants will be required to take the COMPASS placement test.

- Applicants from some programs are required to submit additional documentation. See program information on the College website for additional details.

For Transfer Students

Procedures for applicants to Chattahoochee Technical College who have been previously enrolled at another regionally, nationally, and internationally accredited postsecondary institution (college, technical college, or university):

- Submit an admissions packet (including your completed application; your non-refundable application fee; and a sealed, official copy of your high school, GED transcript or required documentation for home study; and sealed, and official copies of transcripts from all previously

attended post-secondary institutions) to the Admissions or Student Affairs Office at the campus of your choice **before the posted deadlines**. All international transcripts or diplomas must be evaluated by an approved evaluation service, and that evaluation must be received in a sealed agency envelope. ALL ITEMS SHOULD BE SUBMITTED SIMULTANEOUSLY. Students who have attained an Associate degree or higher, or successful completion (C or better) of a minimum of 30 semester or 45 quarter hours at the degree level from a regionally accredited college or university may be exempt from the requirement of submitting high school, GED or home school documentation.

- Documents sent to the college prior to submitting the application and required application fee should be re-sent.   CTC is not responsible for documents mailed for non-applicants.
- Upon evaluation of previous postsecondary transcripts, applicants may be required to submit copies of SAT, ACT, ASSET, or COMPASS scores taken within the past 60 months. If these scores are not available or do not meet the college's minimum scores, applicants will be required to take the COMPASS placement test.

All applications and official transcripts must be on file in the Office of Admissions by the application/document deadline date for the semester in which the applicant plans to enroll.

Chattahoochee Technical College will not accept faxes or photocopies as official documents. Documents must be received in a sealed issuing institution envelope. If an envelope has been opened prior to receipt by the Office of Admissions, the documents are considered unofficial and will not be accepted.

For Transient Students
A student in good academic standing at another accredited institution may be permitted to enroll as a transient student on a space-available basis in order to complete work to be transferred back to the parent institution. In addition, the transient student must meet all prerequisites and co-requisites for all desired courses. Submission of a transcript may be required for verification. A transient applicant *must* submit the following:

- Completed application and non-refundable application fee by stated application deadline.
- Transient Letter from the parent institution verifying that the student is in good academic standing and eligible for enrollment at Chattahoochee Technical College.

Note: Transient students are not guaranteed registration into desired class(es) and are not allowed to register during early registration. A Transient Letter is good for one (1) semester only.

Admission Classifications

Regular Admission
Regular Admission refers to students who meet all requirements for admission into a selected program and are eligible to take courses in the program curriculum.

Provisional Admission

Provisional Admission refers to students who are eligible for admission but did not meet the required minimum scores on the college placement exam. Students must take learning support classes and may take certain occupational courses as long as course requisites are satisfied. Students initially admitted on a provisional basis must have satisfactorily completed the necessary learning support coursework to achieve regular status.

Special Student Admission

Non degree/diploma- seeking applicants may be given special student admission status within the following parameters:

1. Student will be classified as non-award-seeking at time of entry.
2. Student may receive up to 25 quarter or 17 semester credit hours toward a specific degree/diploma program while in this status.
3. Prerequisite and/or co-requisite course requirements apply when selecting courses in this status.
4. Assessment may be required.
5. Students admitted under special student status are ineligible for all forms of financial aid.

Special students may apply for regular student admission; however, the number of hours taken as a special student in no way waives the requirements of the regular admission process.

International Student Admission Requirements

- Submit a completed Application for Admission and non-refundable application fee in U.S. currency by credit card (Visa or MasterCard), money order or check drawn on a U.S. bank payable to Chattahoochee Technical College by the appropriate admission deadline. All admission documents should be sent to:

    Admissions Office
    980 South Cobb Drive
    Marietta, GA 30060 USA

    Admission status of an applicant cannot be determined until:

1. Admissions Office has received all official documentation, and
2. International Center and Admissions Office have approved documents for admission.

- Submit official transcripts from your high school (or GED) and all colleges attended by the application deadline. All transcripts must be received in envelopes sealed by the sending institution. All international transcripts must be evaluated by an approved evaluation service and sent directly to CTC. We recommend the following evaluation agencies:

Josef Silny & Associates, Inc.
7101 SW 102 Avenue
Miami, FL 33173
Telephone: (305) 273-1616
Fax: (305) 273-1338
E-mail: info@jsilny.com

World Education Services (WES)
P.O. Box 5087 Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Fax: (212) 739-6120
Web address: www.wes.org/apply

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

High school transcripts or diplomas from institutions outside the U.S. should be evaluated by the *document- by- document evaluation method.*

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

Documents not in English need to be translated.

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

If English is your first language submit official scores from one of the following placement tests taken within the last sixty months: SAT, ACT, ASSET or COMPASS. Scores must meet CTC minimum requirements. If English is not your first language a TOFEL score of 500 or higher on the written test, 173 or higher on the computerized version, 61 or higher on the internet version of TOFEL is acceptable. Additionally an IELTS minimum of 5.5 band is acceptable. Please note that students using the TOFEL or EILTS to meet the English proficiency requirements will be required to take the college placement test before class registration. The school institutional code for TOEFL is 5441.

Submit **original financial documentation** as required by the U.S. government.

The school estimates it will cost $18,727 USD per student at CTC for one academic year. Tuition and fees are subject to change; please consult the International Center for up-to-date rates. One academic year equals 2 semesters. For one academic year:

- Tuition and Fees (estimated cost): $ 7,520 USD
- Books (estimated cost): $1100 USD
- Living Expenses (estimated cost): $10,107 USD

The student or sponsor must provide a bank letter verifying a minimum of $18,727 USD is available to finance the first year of education. All bank correspondence should be written on official bank stationary and certified or notarized by an officer of the bank with the bank address and telephone number printed

clearly. Financial documentation must be dated within the last three months, and funds must be stated in the U.S. currency equivalent. U.S. sponsors must complete the **Form I-134 Affidavit of Support** and have it properly notarized. Sponsors abroad are required to submit a letter of support.

Transfer Students

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

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

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

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

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

Important Information: Chattahoochee Technical College will not accept faxed or photocopied documents as "official" documents.

The International Center is the resource center for international students to obtain information and student services that are specific to international students. Questions concerning international

admissions, visa advisement and documents, orientation/international student programs, and any other issue related to the international student can be addressed to:

International Center
980 South Cobb Drive
Marietta, GA 30060 USA
Telephone: 770-528-4528 or 770-528-5804
Email: gmoor@ChattahoocheeTech.edu

Housing Information for Students
CTC does not maintain student housing. Please check the Chattahoochee Technical College web site for information on resources regarding available housing in the area.

Credits Earned Outside the College

Course Credit
Course credit awarded by other than satisfactory completion of a course at Chattahoochee Technical College may be earned as follows:

1. Advanced Placement (AP) credit
2. Articulated High School Credit
3. College Level Examination Placement (CLEP) credit
4. Credit by Examination
5. International Baccalaureate
6. Military Credit (see Credit by Transfer)

Credit is awarded only in areas offered within the current curriculum of Chattahoochee Technical College and is appropriately related to the student's educational program. For additional information, please see the Registrar's section of the catalog.

A student may receive or earn up to eighteen (18) semester credit hours through CLEP,AP military, institutional, or other such examinations.

Students Seeking Re-admission
Students who have not attended for three or more semesters must submit a Re-admit Form to the Office of the Registrar. Students who are re-admitted are subject to the rules and regulations and program curriculum in effect at the time of re-admit. Re-admit Forms must be submitted prior to the published deadline. The College reserves the right to test all re-admitted students for competencies retained in prior courses.

SOAR Into College - Programs for Current High School Students
Chattahoochee Technical College and the **SOAR Into College Early programs** offer current high school students the opportunity to earn college credit while still in high school. CTC offers four different opportunities: 1) Accel – academic courses are taken at CTC for both college and high school credit, 2)

Dual Enrollment – technical courses are taken at CTC for both college and high school credit, 3) Move on When Ready (MOWR) – can be either technical and/or academic courses taken at CTC - the student must attend CTC full time with the goal of completing graduation and high school diploma requirements, and 4)Joint Enrollment – for the high school student who is on track to graduate and just wants to get a jumpstart on college credit – no credit is awarded back at the high school. The **SOAR Into College Early programs** offered at CTC allow high school students to experience and enroll in college level courses while still in high school, facilitating a smooth transition as they graduate from high school and continue their education into college. Funding for the SOAR Into College Early programs varies. Please contact our SOAR Into College Early program office for further information.

Academic Residency Requirement

A minimum of twenty-five percent of coursework in a particular program of study must be completed at Chattahoochee Technical College in order for a student to be granted a technical certificate, diploma or degree. Exemption Exam credit is not included in the twenty-five percent.

Orientation

Prior to each semester, all new students at Chattahoochee Technical College are encouraged to participate in an orientation program. Orientation is designed to acquaint students with available services, registration procedures, rules and regulations, and academic programs. Orientation is available online.

Tuition and fees are approved annually by the Technical College System of Georgia and are accurate at the time of publication.

The tuition a student is assessed each semester varies according to the number of credit hours for which a student is enrolled, residency status, and program of study. Tuition is based on the number of credit hours scheduled up to a maximum equal to the cost of 15 credit hours per semester. *Full time enrollment for Federal Student Aid (Pell Grant, etc.) and insurance verification remains at 12 credit hours.*

Please note that tuition and fees are subject to change without prior notice to comply with federal, state, and institutional policies.

Standard Tuition Rate	Summer 2011 only	Fall Semester 2011, Spring Semester 2012, Summer Semester 2012
In-state, standard rate per credit hour	$ 50.00	$ 75.00

* Tuition amounts are capped at 15 credit hours per term.

* Students coded Out-of-State per Admissions will pay 2 times the hourly in-state rate.

* Students coded as International/Foreign per Admissions will pay 4 times the hourly in-state rate.

Non-Standard, In-State Tuition Rates	Summer 2011 only	Fall Semester 2011, Spring Semester 2012, Summer Semester 2012
Child Development Associate, Criminal Justice Supervisor, Home Technology Integrations, & Gas Tungsten Arc Welding certificate programs	$ 75.00	standard $75
Print Graphics Technician certificate	$ 74.00	standard $75
Emergency Medical Technology Intermediate certificate	$ 91.00	standard $75
Commercial Truck Driving certificate	$ 325.00	Not yet determined.
Healthcare Assistant & Healthcare Science certificates	$ 63.00	standard $75

* Tuition amounts are capped at 15 credit hours per term.

* Students coded Out-of-State per Admissions will pay 2 times the hourly in-state rate.

* Students coded as International/Foreign per Admissions will pay 4 times the hourly in-state rate.

Required Quarterly Student Fees	Summer 2011 only	Fall Semester 2011, Spring Semester 2012, Summer Semester 2012
Registration Fee	$ 33.00	$ 50.00
Student Activity Fee	$ 16.00	$ 24.00
Accident Insurance Fee	$ 4.00	$ 6.00
*Instructional and Technology Fee	$ 35.00	$ 55.00
*Facilities Fee	$ 12.00	$ 18.00
*Athletic Fee	$ 5.00	$ 8.00

Program Applicable Fees	Summer 2011 only	Fall Semester 2011, Spring Semester 2012, Summer Semester 2012
*American Heart Association Fee	$ 4.00	$ 4.00
*Name Pin Fee	$ 7.50	n/a
*NLN Assessment Fee (LPN)	$ 101.25	$ 160.00
*ATI Assessment Fee (ADN)	$ 105.00	$ 191.00
*Self-Assessment Exam for Surgical Tech	$ 30.00	n/a
*Surgical Tech AST Membership Fee	n/a	$ 45.00
*Surgical Tech Assessment Fee	n/a	$ 190.00
*Fuel Surcharge Fee (CDL)	$ 130.00	$ 130.00
*Medical Assisting Assessment Fee	n/a	$ 125.00
*Program Fee (PTA) QUARTERLY	$ 100.00	$ 100.00

Malpractice Insurance Fees (per quarter)	Summer 2011 only	Fall Semester 2011, Spring Semester 2012, Summer Semester 2012
*Cosmetology	$ 2.55	$ 3.40
*Early Childhood Care & Education	$ 2.55	$ 3.40
*EMT / Paramedic Technology	$ 10.65	$ 14.20
*All Other Medical/Health Programs	$ 2.55	$ 3.40

Other Fees	Summer 2011 only	Fall Semester 2011, Spring Semester 2012, Summer Semester 2012
*Application for Admission (non-refundable)	$ 15.00	$ 15.00
*Official Transcript Fee (non-refundable)	$ 5.00	$ 5.00
*Exemption Exam Fee (non-refundable)	25% of tuition	25% of tuition
*Diploma Replacement Fee	$ 25.00	$ 25.00
*Placement Test Fee (where permitted)	$ 15.00	$ 15.00
*GED Testing (Complete Test)	$ 95.00	$175 - $250
*Graduation Fee	$ 35.00	$ 35.00

*Late Registration Fee	$ 30.00	$ 45.00
*Returned Check Fee	$ 30.00	$ 30.00
*Parking Decal Replacement	$ 1.00	$ 1.00
*Telecourse Fee	$ 22.00	n/a
*ID Replacement	$ 5.00	$ 5.00
*CTC OneCard Replacement	$ 10.00	$ 10.00
*Parking Fines	varies	varies
*Library Fines	varies	varies

  * Notes non-HOPE fees for summer quarter 2011 only.
  ** All fees will be non-HOPE beginning fall semester 2011.

- Fees may be added or edited as the college transitions to semesters.

Non-HOPE Fees (Summer Quarter 2011 only)

Each semester, even students who are using HOPE Grant or Scholarship to pay tuition/fees are assessed fees that are not paid by HOPE. Students may elect to allow their HOPE book allowance to pay these fees. Students should log onto their BannerWeb account and complete the one-time electronic authorization to allow payment of fees that financial aid (HOPE or federal aid) doesn't normally pay. Effective fall semester 2011, HOPE does not cover any fees.

Transfer of Fees

Fees may not be transferred from one semester to a future semester. If a student is unable to attend school during the semester for which fees were paid, the refund procedure will be followed.

Books, Tools, Uniforms, and Equipment

- Textbooks may be required in all programs, and the cost varies by program.
- Tools are required in some programs, particularly skilled and technical programs. Tools are the property of the student and essential to the occupational field. Total cost will vary among programs. Students will be given a list of tools, equipment, and/or kits that will be required. For additional information, please speak to your instructor.
- Students are notified if uniforms are required in their program of study.

Definition of Legal Residence

Tuition varies according to the legal residence of independent students or the legal residence of dependent students' parent(s) or court appointed legal guardian(s). A person's legal residency is determined by their domicile or permanent home. CTC recognizes three student residency categories: In-State, Out-of-State and Foreign. Foreign students are not eligible for In-State or Out-of-State classifications. An independent student meets the In-State Residency requirements if he/she has established and maintained domicile in the state of Georgia for at least 12 consecutive months immediately preceding the first day of classes for a given term. A dependent student meets these requirements if his parent or U.S. Court appointed guardian has established and maintained domicile in the state of Georgia for at least 12 consecutive months immediately preceding the first day of classes for

a given term and the student graduated from an eligible high school in Georgia or the parent or U.S. Court appointed guardian claimed the student as a dependent on their most recent federal tax return. Residency classification also directly affects a student's eligibility for state-based aid (i.e. HOPE Grant & Scholarship). Students in any classification other than an In-State are not eligible for state-based aid. Individuals who wish to qualify for another type of residency must complete a Petition for Change of Residency Classification found on the college web site and submit all required documentation. The form should be submitted to the Director of Admissions prior to the document deadline for a given term. Residency status is not changed automatically and the burden of proof rests with the student to demonstrate that he or she qualifies for a change of status. Changes to residency classification are for future terms only and will not result in refunds to students.

Senior Citizens
Georgians age 62 and older may attend credit classes and pay no tuition. Proof of age is required for the waiver; however, textbook costs and mandatory fees are assessed. Admission is available on a space-available basis and does not apply to continuing education classes. A student wishing to be classified as "Senior Citizen" for tuition/fee assessment purposes should submit official identification to the Student Affairs Office.

Auditing a Course
A student auditing a course must pay the applicable tuition and fees for enrollment in that course.

Late Registration Fee
A $45.00 late fee ($30.00 for summer 2011 only) will be assessed to students' accounts should registration take place beginning the first day of the semester and thereafter. The fee must be paid at the time of registration (or by the established payment deadline). Should the late fee not be paid, the student will risk being dropped from his or her class(es). There will be no late fee for students adding classes to an existing schedule.

Returned Checks
Checks returned to the Bursar's Office must be satisfied with cash, money order, cashier's check, or credit card. Habitual violators will be placed on a "cash only" restriction, and no further payments via check will be accepted by the Bursar's Office.

Payment and Financial Aid Deadlines
Payment and financial aid deadlines are established for each registration period and are adhered to strictly. Payment and/or financial aid must be in place to cover a student's account balance. Financial obligations that are not met by the established payment and financial aid deadlines will result in the student's classes being dropped.

Financial Obligations
A student delinquent in the payment of any financial obligation may be dropped from courses and may not be allowed to register for another semester until such a delinquency is removed. The student will not

be issued semester grade reports, transcripts, or any other student records. Any student receiving notice that his or her status has been placed on hold should immediately contact the office issuing the hold.

If for any reason a student owes funds of any type back to Chattahoochee Technical College, a business office hold will be placed on his or her account. From that point forward, until the balance is resolved/paid in full, the student will be unable to register for future semesters, have enrollment information released to any third-party, receive official academic transcripts, etc.

Refunds

Students withdrawing from a course by the end of the college's third instructional day of the semester (please see the applicable semester calendar for the exact date and time as set by the college) and "no shows" shall receive a 100% refund of applicable tuition (hours below 15-hour tuition cap) and applicable fees, excluding the application fee.

Students who withdraw from a course after the third instructional day (please see the applicable semester calendar for the exact date and time as set by the college) of the semester shall receive no refund. This refund policy is mandated by the Technical College System of Georgia and followed by Chattahoochee Technical College.

Withdrawing students receiving federal financial aid will have their awards adjusted in compliance with the Return of Title IV Aid requirements. Please see Financial Assistance section of catalog for further details.

Refunds are normally processed weekly by the Bursar's Office. Semester refunds are not processed until the end of the withdrawal period for the applicable semester.

CTC OneCard The CTC OneCard (in cooperation with HigherOne) is the refund management tool used by Chattahoochee Technical College.

All registered students with a valid address and phone number in CTC's registration database are issued the CTC OneCard. The CTC OneCard is mailed to all registered students using the address on file in the Registrar's Office. You must ensure that your address on file is accurate and is a deliverable address. Your CTC OneCard cannot be forwarded to another address.

Please note that all students must activate their CTC OneCard. **This process is for all students, not only financial aid recipients.**

Students must activate their new CTC OneCard at www.ctconecard.com, and select one of the following refund preferences:

- free CTC OneCard (Mastercard debit card), or
- Direct Deposit into your existing bank account, or
- Paper check .

Refunds will be delayed if your CTC OneCard is not activated and your refund preference is not selected.

NOTE: Students will be charged a $10 card replacement fee for any CTC OneCard that has to be reordered, and cards may be ordered thru the cashier's office at any campus.

If the student elects to use the CTC OneCard as his refund preference, HigherOne automated teller machines (ATMs) are available for students to use on various campuses with no associated fees.

Please note that if a student is assessed fees by HigherOne as a result of overdrawn accounts, use of non-HigherOne ATM's, etc., the student must deal directly with HigherOne. CTC has no access to this type of information regarding a student's account and cannot intervene on a student's behalf.

Chattahoochee Technical College has enabled thousands of students, who otherwise might not have had the opportunity, to obtain a quality postsecondary education through its various financial aid programs.

Several grants and scholarships are available to assist you with your education costs, and all you need to do is complete the free application process to find out if you are eligible.

Disclaimer Statement: **Final HOPE Grant/Scholarship regulations have not been approved for fall semester 2011 and beyond. Once approved by Georgia Student Finance Commission, this document will be updated.**

How to Apply

To apply for **all types of financial aid** (HOPE, Pell, etc.) at CTC, students should complete the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete the FAFSA on the web at www.fafsa.ed.gov. Deadlines are posted on the Chattahoochee Technical College website. The FAFSA is an annual application that should be completed each year after the student (and parent, if applicable) files the federal income tax return, if required to do so.

Before you begin the FAFSA, you will need to gather certain documents. If you are a dependent student, you will also need the following documents for your parents:
- Federal income tax returns.
- W-2 forms.
- Records of untaxed benefits received.
- Current bank statements.
- Records of other savings and investments, such as stocks, bonds, and mutual funds.

If you need assistance completing the application process, please contact a financial aid advisor at any campus.

The FAFSA is a free application.

Additional Information Needed for FAFSA

Chattahoochee Technical College Title IV School Code: 005620

High school students and students possessing a bachelor's degree (or higher) may apply for financial aid on the FAFSA or by completing the GSFAPPS. (Georgia Student Financial Aid Application System) Instructions for completing the GSFAPPS can be found on the CTC website.   (Please note that because GSFAPPS is a web application, you may encounter intermittent problems with access or the ability to

transmit the application. If you do, please contact the Georgia Student Finance Commission (GSFC) at 1-800-505-4732 to request assistance). The FAFSA is acceptable as well.

Due to changes with HOPE Grant/Scholarship regulations, we encourage all students to complete the FAFSA each year.

Eligibility

General Eligibility Requirements

- Meet Selective Service registration requirements (males only).
- Not be in default on any federal or state student loan. (Defaulted loans must be paid in full to meet eligibility requirements for state aid.)
- Not owe money back on a federal or state student grant. (Refunds must be paid in full to meet eligibility requirements for state aid.)
- Meet admissions requirements and be accepted into a program of study.
- Must be accepted into, enrolled in, and following the prescribed curriculum for a program of study leading to a degree, diploma, or technical certificate of credit. **(_Students receiving financial aid must not register for courses outside their chosen program of study._)**
- Meet eligibility requirements. Eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA). Additional documentation may be required. All documentation required to determine eligibility must be received prior to any aid being awarded. Students are required to complete the FAFSA on the web.
- The FAFSA must be renewed each academic year. The best time to complete the new FAFSA is after you (and possibly your parents) file federal income taxes, if applicable. High school students and students possessing a four-year degree (or higher) may apply for financial aid by completing the GSFAPPS (Georgia Student Financial Aid Application System) at www.gacollege411.org.
- Be a U.S. citizen or eligible non-citizen. Definition of eligible non-citizen: (1) a U.S. permanent resident with a Permanent Resident Card (I-551); (2) a conditional permanent resident (I-551C); or (3) the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms paroled for a minimum of one year and status has not expired), or "Cuban-Haitian Entrant."

  The following statuses do not meet the definition of eligible non-citizen and, therefore, are not eligible for financial aid: (1) F1 or F2 student visa; (2) J1 or J2 exchange visitor visa; or (3) a G series visa (pertaining to international organizations).

- Adhere to the Satisfactory Academic Progress Policy.

Satisfactory Academic Progress (SAP) Policy at Chattahoochee Technical College

According to federal regulations, students must maintain satisfactory academic progress in their course of study to continue receiving Federal Title IV financial aid. Federal Title IV financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS).

Any state administered financial aid programs (i.e. HOPE Grant, HOPE Scholarship, HERO, Public Safety Memorial Grant, and Law Enforcement Personnel follow the same requirements.

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

Qualitative
In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain a minimum cumulative GPA of 2.0. The cumulative grade point average, inclusive of all transfer credits, will be used to determine academic standing for financial aid. The cumulative GPA includes grades of A, B, C, D, F, and WF. Grades of I, W, and WP do not affect the GPA. The cumulative GPA, which is determined by the Registrar's Office processes, will be checked at the end of each term for satisfactory academic progress. **The student on good academic standing will remain eligible.**

Quantitative
Regulations allow a student to maintain financial aid eligibility for attempting credit hours that are within 150% of the credit hours required to receive a degree. In order to meet this quantitative standard, students must complete and pass (earn) 67% of all courses attempted. Courses earned include grades of A, B, C, D, or S. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, I, S, U or IP are given. The 67% criteria will be checked at the end of each term.

If a student has not maintained a cumulative 2.0 and/or has not completed 67% of the cumulative attempted hours at the time academic standing is checked, the student is placed on **SAP warning**. During the SAP warning period, the student may continue to receive financial aid for one term only. If, at the end of that term, the student has raised his/her cumulative GPA to at least a 2.0 and a 67% cumulative completion rate, the student is placed in **good standing**. If the student is still not making SAP by the end of that term, the student's financial aid will be **suspended**.

Appeals
Any student on SAP suspension may appeal to the SAP Appeals Committee. An appeal for reinstatement must be based on specific extenuating circumstances. Examples may include but are not limited to health reasons, family reasons, or personal reasons. The appeal statement of the student should explain the extenuating circumstances. Documentation supporting the extenuating circumstances must be submitted. Documentation may include one or more of the following: signed statement from a physician on letterhead, death certificate or newspaper obituary, signed statement from employer on letterhead, etc.   The appeal form and procedures may be obtained on the CTC website under "Quicklinks", "Financial Aid", and then "Financial Aid Forms".

The deadline for submitting the appeal for reinstatement of financial aid eligibility is the <u>MIDTERM OF THE SEMESTER </u>following suspension notification. The student will be placed on **SAP probation** for the following term if reinstated. SAP probation is good for one term only. The student is expected to be making SAP at the end of that term; or be successfully following an academic plan designed to ensure the student will be able to meet SAP by a specific point in time. The academic plan is developed by the Dean of Student Support or her designee.

Appeals are reviewed by the SAP Appeals Committee. The decision of the SAP Appeals Committee is final and cannot be appealed further. Students will be notified of the decision of the SAP Appeals Committee in writing.

A student may appeal SAP suspension one time only.

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

Determining Maximum Time Frame:
Maximum time frame is 150% x total number of hours required to complete their degree program. Ex., if a student is an accounting major, and the requirements listing in the catalog require 123 credit hours to complete this program, then a total of 123 hours is required for the degree x 150% = 185 attempted credit hours. The maximum number of hours is therefore 185 attempted hours for this student.

Determining Minimum Completion Ration of 67% attempted hours earned:
Divide the cumulative number of hours the student has successfully completed by the number of hours the student has attempted. Remedial courses are not included.

Audit Courses
Students are not eligible to receive financial aid for audit courses. Audited courses are not included in the number of hours attempted or earned for SAP determination. Students do not receive a grade in audited classes.

Transfer Credit
Transfer credit will be included in the cumulative GPA when determining eligibility for financial aid. If no credits transferred in, then SAP will be evaluated solely on work at CTC. Transfer credits must also be included when determining progress toward the maximum time frame allowed.

Incomplete Courses
Any course with 'I' is counted in hours attempted (quantitative). When an 'I' is changed to an actual grade, the course will be considered completed (qualitative).

Withdrawals
Any course with a 'W', 'WP', or 'WF' is considered as hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of financial aid at some point in future semesters due to the 67% quantitative standard for SAP.

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

This SAP Policy is effective July 1, 2011, beginning the 2011-2012 academic year, and supersedes any previous regulations in place at CTC.

Federal Student Aid
Eligibility is based upon the need analysis from the Free Application for Federal Student Aid (FAFSA), and the student must be enrolled in an eligible program of study. ***Students enrolled in "certificate" programs at CTC are not eligible for any types of federal student aid.***

Federal Pell Grant
The Federal Pell Grant is an award to help undergraduate students pay for their education beyond high school. For many students, Pell Grants provide a "foundation" of financial aid, to which aid from other federal and nonfederal sources may be added. Grants do not have to be repaid. The amount of financial aid a student is eligible to receive through the Pell Grant is determined by using the information on the FAFSA. The U.S. Department of Education applies a standard formula established by Congress to determine Pell Grant eligibility. The Financial Aid Office at Chattahoochee Technical College will assist you with the Pell Grant application (FAFSA). Your financial aid file must be complete by designated deadlines, or you will be required to pay your tuition and fees and later receive reimbursement, if eligible.

Campus-Based Federal Title IV Student Aid
Federal Work Study and Federal Supplemental Educational Opportunity Grant

Campus-based aid is awarded to students who demonstrate financial need. Financial need is the difference between the Cost of Attendance (COA) at Chattahoochee Technical College (CTC) and your Expected Family Contribution (EFC). The Cost of Attendance (COA) for student aid purposes is an estimate of the cost for a student to attend CTC. The COA includes tuition and fees, books and supplies, room, board, and living expenses. The U.S. Department of Education uses the information you provide on the FAFSA and a formula established by law to calculate your EFC. The EFC does not represent an amount of money owed to the college. It is solely used to determine financial need.

Federal Work Study (FWS)
The Federal Work Study program provides jobs for students who demonstrate financial need. FWS enables students to work while attending school. FWS gives students a chance to earn money to help pay for educational expenses. FWS is subject to limited funding. Applications for federal work study are available online and from any Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to students who demonstrate substantial financial need. Funding is limited. FSEOG awards are limited to Pell-eligible students. No additional application is needed for FSEOG other than the FAFSA. The financial aid office automatically determines eligibility.

State Student Aid

HOPE Grant
Georgia residents seeking a **diploma or certificate** at a Georgia public technical college may be eligible for a Helping Outstanding Pupils Educationally (HOPE) Grant. The HOPE Grant will pay up to 63 semester credit hours. The Georgia HOPE Program will pay up to 127 combined HOPE Scholarship, HOPE Grant, and Accel semester credit hours, of which only 63 semester credit hours can be HOPE Grant.

Summer Quarter 2011 only: The HOPE Grant will cover tuition and HOPE-approved fees (registration, student activity, and accident insurance).   HOPE Grant recipients who are also Pell-eligible and enrolled in six or more credit hours receive a book allowance valued at $100.00. For Pell-eligible students receiving HOPE Grant who are enrolled in five or less credit hours, the book allowance is reduced to $50. The HOPE Grant book award is reduced by half (either $50 or $25), no matter the student's enrollment, if the student is not eligible for Federal Pell Grant.

Important: Effective fall semester 2011 and beyond, HOPE Grant or HOPE Scholarship do not provide for a book allowance.

Final HOPE Grant/Scholarship regulations have not been approved for fall semester 2011 and beyond. Once approved by Georgia Student Finance Commission, this document will be updated.

There is no additional application for the HOPE Grant, and the college encourages all students to complete the applicable FAFSA.

HOPE GED
Georgia residents who are awarded the GED by the Technical College System of Georgia (TCSG) are eligible for a one-time $500 award. This award can be used toward tuition, educational costs, and books/supplies at any eligible postsecondary college. The student must have a completed aid application (FAFSA or GSFAPPS) in order to be eligible for the GED Voucher award.

HOPE Scholarship
Georgia residents seeking an **associate degree** may be eligible for a Helping Outstanding Pupils Educationally (HOPE) Scholarship. Please contact the Financial Aid Office or visit the Chattahoochee Technical College website for detailed HOPE Scholarship Georgia residency requirements as they are more strict than the residency requirements under HOPE Grant.

Entering freshman: Students who graduated from high school in 1993 or later as HOPE Scholars may qualify for the HOPE Scholarship as an entering freshman.   Additionally, students who completed a Home Study program, graduated from an ineligible high school, or earned a GED diploma that was awarded by the Technical College System of Georgia (TCSG) after June 30, 1993 are eligible for HOPE Scholarship payment as an entering freshman if they score in the 85th percentile or higher on a standardized college admission test such as the SAT or ACT. (Contact Financial Aid Office for further details.)

Other students may qualify if:

      i)   They achieve a 3.0 cumulative grade point average at the end of the 30th, 60th, or 90th semester hour attempted. The grade average is based on all college-level credit hours attempted after high school graduation. All college-level courses taken after high school graduation are included even if previous coursework is not accepted on transfer into your program of study at Chattahoochee Technical College.

      ii)   They achieve a 3.0 cumulative grade point average at the end of the 30th semester hour attempted. College degree credit hours taken prior to high school graduation must be counted as attempted hours, if:

          1) Student is not a HOPE Scholar from high school; and
          2) Hours are accepted by Chattahoochee Technical College; and
          3) Coursework was taken during a school term that began on or after July 1, 2008.

The HOPE Scholarship will cover tuition and HOPE-approved mandatory fees (normally registration, student activity, and accident insurance). All students receiving the HOPE Scholarship will be reevaluated for eligibility at the 30th, 60th, and 90th semester credit hour attempted and at the end of each spring term, regardless of spring term enrollment. Additionally, students who are enrolled for less than 12 credit hours their first three terms will be reevaluated at the end of their third term. HOPE Scholarship will pay up to 127 attempted semester credit hours or 127 combined HOPE Scholarship, HOPE Grant, and Accel paid hours. *(Contact Financial Aid Office for further details.)

Summer Quarter only: The HOPE Scholarship will cover tuition and HOPE-approved fees (registration, student activity, and accident insurance).   HOPE Scholarship recipients who are also Pell-eligible and enrolled in six or more credit hours receive a book allowance valued at $100.00. For Pell-eligible students receiving HOPE Grant who are enrolled in five or less credit hours, the book allowance is reduced to $50. The HOPE Scholarship book award is reduced by half (either $50 or $25), no matter the student's enrollment, if the student is not eligible for Federal Pell Grant.

Final HOPE Grant/Scholarship regulations have not been approved for fall semester 2011 and beyond. Once approved by Georgia Student Finance Commission, this document will be updated.

Students must complete the **HOPE Scholarship Evaluation Form** (available online and from the Financial Aid Office) to be evaluated for the HOPE Scholarship.

** Please note that the Georgia HOPE Scholarship and Grant Programs are funded by the GA Lottery for Education. As the Georgia General Assembly makes new laws that affect these programs, changes will occur. This information is accurate as of the time this document was published and may change during the 2011-2012 academic year (July 1, 2011 – June 30, 2012)

Leveraging Educational Assistance Partnership (LEAP) Grant
Georgia's LEAP Program provides educational grant assistance to Georgia residents who demonstrate substantial financial need. LEAP is funded by state appropriations and federal matching funds. Funding is very limited, and the Financial Aid Office reviews all students for eligibility.

Accel Program
Georgia's Accel Program provides Georgia high school students with the opportunity to earn college degree-level credit hours as they simultaneously meet their high school graduation requirements. (Georgia residency is required.) The Accel Program is funded through HOPE and the Georgia Student Finance Commission Application to participate in the Accel Program is on the college website under Prospective Students/high school students. The application must have the student's high school counselor's signature of approval.   Accel is not available for the summer semester. Please contact our SOAR Into College Early program office for further information.

HERO Scholarship
The Georgia HERO (Helping Educate Reservists and their Offspring) Scholarship Program provides educational assistance to members of the Georgia National Guard and U.S. military reservists. Eligibility determination is made by Georgia Student Finance Commission.

Law Enforcement Personnel Dependents Grants
Grants of $2,000 per academic year are awarded to eligible Georgia residents who are dependent children of Georgia law enforcement officers, prison guards, or fire fighters who were permanently disabled or killed in the line of duty. Eligibility determination is made by Georgia Student Finance Commission.

Public Safety Memorial Grant
Grant awarded to the son or daughter of any Georgia law enforcement officer, fire fighter, EMT, corrections officer or prison guard who was permanently disabled or killed in the line of duty. This program is funded by the Georgia Lottery for Education and covers the Cost of Attendance at a Georgia public post-secondary institution, minus other gift aid received, including the Law Enforcement Personnel Dependents Grant. Eligibility determination is made by Georgia Student Finance Commission.

Student Loan Information
Chattahoochee Technical College does not participate in any federal student or parent loan programs. Any student loan for which a student wishes to apply must be a "non-school-certified" loan, and the funds must be disbursed directly to the borrower/co-borrower and not funneled through Chattahoochee Technical College.

Chattahoochee Technical College does not endorse or support any specific lender or student loan program/product.

All loan funds are contractual agreements between the borrower (student) and the loan holder (lender).

Veterans' Education Benefits
Veterans' Administration (VA) benefits are available to students and their dependents who qualify. Veterans are encouraged to apply for other financial aid resources. Veterans may receive financial aid in addition to their Veteran's Education Benefits. Students may contact the VA Regional Office in Atlanta,

Georgia, at 1-888-442-4551 or visit the website at www.gibill.va.gov. More information may be obtained from the Financial Aid Office.

Scholarships

CTC offers numerous community-based and merit-based scholarships to qualifying students. The award dates and application process for each of these scholarships vary. Please refer to the CTC's Foundation website for scholarship availability.

Helpful Contact Information:

Federal Student Aid Information	800-433-3243
FAFSA on the Web	www.fafsa.ed.gov
Georgia Student Finance Commission	800-505-GSFC; www.gacollege411.org
IRS	800-829-1040 or 404-522-0500
Veterans Benefits	888-442-4551
Campus Financial Aid Offices	See Chattahoochee Tech website.

No Show Policy

A "no show" is a student whose name appears on the class roster but who fails to attend class the first time after his/her name appears on the roll. If a student physically attends class at any time, he/she cannot be considered a "no show." In a hybrid or online class, a student who logs into the class in Angel is considered having attended that class and cannot be considered a "no show." Any student reported as a "no show" by an instructor will be administratively withdrawn from the class and will show no enrollment history.

No shows shall receive a 100% refund of applicable tuition (hours below 15-hour tuition cap) and applicable refundable fees, excluding the application fee.

Any student receiving financial aid who is reported as a "no show" will have his/her financial aid award for that class cancelled. All financial aid awards based on courses that students do not attend will be cancelled, and the student will be responsible for any applicable charges.

Any "no show" who has used financial aid for books in the CTC bookstore and has that aid removed will be responsible for any and all applicable charges.

Students should not rely on the "no show" policy to withdraw from courses.

Refund Policy (Institutional)

Students withdrawing from a course by the end of the third instructional day of the semester (please see the applicable semester's calendar for the exact date and time as set by the college) and "no shows" shall receive a 100% refund of applicable tuition (hours below 15-hour tuition cap) and applicable refundable fees, excluding the application fee. This refund policy is mandated by the Technical College System of Georgia and followed by Chattahoochee Technical College.

Example: Term that begins on May 1st, the last day to receive any refund is May 3rd. Refunds will only be issued for course(s) dropped on May 1st, 2nd, or 3rd. Any course(s) dropped on May 4th or later would not be eligible for any refund of tuition or fees—no matter the reason for withdrawal/drop.

Students who withdraw from a course after the third instructional day (please see the applicable semester's calendar for the exact date and time as set by the college) of the semester shall receive no refund.

Withdrawing students receiving federal financial aid will have their awards adjusted in compliance with the Return of Title IV Aid requirements.

Federal Title IV Aid recipients please see following policy.

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

(Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant)

The US Department of Education specifies how Chattahoochee Technical College (CTC) must determine the amount of Title IV program assistance that you earn if you withdraw from school or stop attending all of your courses for a term. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When you withdraw or stop attending all courses during your period of enrollment (term in which you are registered), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or CTC received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. CTC will automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school needs your permission to use the post-withdrawal grant disbursement for all other school charges (fees not automatically paid with financial aid funds). If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow CTC to utilize the funds to reduce your debt at the school. There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw or stop attending because of other eligibility requirements.

If you (or CTC on your behalf) receive excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- your institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds.

CTC must return this amount even if it didn't keep this amount of your Title IV program funds. CTC will then charge you for the Title IV program funds that the school was required to return.

If CTC is not required to return all of the excess funds, you must return the remaining amount. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with Chattahoochee Tech or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw or stop attending all courses for a term are separate from the Institutional Policy [see Refund Policy (Institutional) section]. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Chattahoochee Tech will charge you for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, please contact the financial aid office. You may also contact the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913.

Payments for Prior Terms
Financial aid may only be awarded and disbursed for the current academic year.

HOPE Grant/Scholarship:
Per HOPE regulations, a student must file the application (FAFSA or GSFAPPS) on or before the last day of the semester or the student's withdrawal date, whichever occurs first, in order to be paid for that semester.

Pell Grant:
A student may be retroactively paid Federal Pell Grant within the current academic year only for classes in which he or she fully and successfully completes coursework.

Credit Earned Outside College

Course credit awarded by other than satisfactory completion of a course at Chattahoochee Technical College may be earned as follows:

- Advanced Placement (AP) Credit
- Articulation/Tech Prep (Technical Advanced Placement) Credit
- College Level Examination Placement (CLEP) Credit
- Credit by Examination
- Credit by Transfer
- International Baccalaureate (IB) Credit
- Military Credit (see Credit by Transfer)

Advanced Placement (AP) Credit

Students who receive a score of three (3) or higher on the College Board Advanced Placement (AP) test will be awarded appropriate credit. Official test scores should be mailed directly from the College Board to Chattahoochee Technical College's Office of the Registrar.   Students who have not received confirmation of credit prior to registration should contact the Office of the Registrar. Credit will be awarded for approved AP examinations pending review by the Registrar and appropriate faculty.

Articulated Credit

Chattahoochee Technical College has agreed to award credit for certain competencies learned at an accredited Georgia high school. In order to receive this credit, the student must receive an 80 average or better in a specific high school course, enroll at Chattahoochee Technical College within 18 months of high school graduation and upon acceptance to the college, take and pass an exemption test. Articulated credit will be indicated on the transcript with the letters "AC". Please contact our SOAR Into College Early program for a list of eligible classes.

College Level Examination Placement Credit (CLEP)

Chattahoochee Technical College will award credit for a limited number of college level subject exams but does not award credit for the general exam. For credit to be granted, the scores received must be at the 50th percentile or higher and will be awarded for the following courses:

Exam	Chattahoochee Technical College Course
Biology	BIOL 1111
Calculus with Elementary Function	MATH 1113
College Algebra	MATH 1111
College Algebra-Trigonometry	MATH 1111
College Composition Modular	ENGL 1101
Human Growth & Development	PSYC 2103
Humanities	HUMN 1101
Introduction to Management	MGMT 1100

Introduction to Accounting   ACCT 1100

Introductory Macroeconomics	ECON 2105
Introductory Microeconomics	ECON 2106
Introductory Psychology	PSYC 1101
Introductory Sociology	SOCI 1101
Principles of Marketing	MKTG 1100
Trigonometry	MATH 1017

Students wishing to earn CLEP or DANTES (Defense Activity for Non-Traditional Education Support) credit for any courses not listed above should check with the Office of the Registrar for any changes that may have been made to the policy.

Credit by Examination
(Exemption Exam)
A currently enrolled or accepted program student may receive course credit by passing an examination if one is offered. The examination may be written and/or performance based and validates competencies in skills the student would obtain through actual enrollment in the course. Exemption exams are given each semester. The list of exemption exams available and the schedule of test administration is posted on the college's website.

Exemption Exam Procedures

- To register for an exemption exam, students should refer to the information posted on the college website. They should obtain an application for exemption exam at any student affairs office or on the College website. The application should be fully completed including necessary signatures.
- To register for a particular date, time, location, and exam, students must follow the directions posted on the exemption testing page of the website.
- Payment must be made before a student registers for a particular date, time, location, and exam.
- A student cannot attempt to exempt a course in which he or she is currently enrolled nor for any course in which he or she has been enrolled. The only exception is for those courses which a student successfully completed but have become "obsolete" because they are over four years old. No exemption exam may be attempted more than once.
- A non-refundable fee not to exceed 25% of course tuition is charged for each exam. (COMP 1000 requires an additional electronic test fee.) The fee requirement is waived for eligible articulated secondary students. This fee must be paid prior to taking the exam, and a receipt for this fee must be presented to the examiner at the time of the exam.
- All exams are to be taken without any outside aids such as textbooks, notes, etc.
- A minimum score, determined by the department faculty from which the exam originates, must be achieved to successfully exempt a course.
- If the student successfully exempts a course, a grade of "EX" will be assigned. It is not calculated into the grade point average.
- If the course being exempted by examination has a prerequisite course requirement, the prerequisite must be satisfied by either passing the exemption test, if available, or successfully passing the prerequisite course.
- Students will not be allowed to take exemption exams for previously attempted courses.

- Academic Affairs, through the division of Academic Support, will notify the students of the results of the exams. The registrar's office will record the grade for posting to the student's transcript.

NOTE: The Office of Academic Affairs determines what courses are available for exemption testing. *Financial Aid will not cover the cost of exemption exam fees.*

International Baccalaureate Credit

Students who have participated in International Baccalaureate Programs in their high schools may submit their official scores for consideration of credit. CTC is able to award college credit for exemplary performance in IB courses. If students did not earn an International Baccalaureate Diploma but did earn a certificate in one or more higher-level International Baccalaureate (IB) courses, CTC will also award specific course credit. Students who have completed International Baccalaureate diplomas and/or certificates should provide evidence to the Admissions Office of their success in their courses.

Transfer of Credit

Chattahoochee Technical College recognizes previous postsecondary coursework from regionally or nationally accredited colleges that is applicable to a student's program of study. A student who presents credit for evaluation and transfer should be aware that the awarding of credit does not guarantee that the college subsequently attended by the student will accept those credits. A student may receive credit for courses taken at another postsecondary institution by meeting the following criteria:

- The courses must meet the quality of standards established by Chattahoochee Technical College and should consist of essentially the same content as the courses at CTC.
- An official transcript from the institution attended is on file in the student affairs office, verifying a grade of C or better for each course being considered for transfer credit.
- Any science, computer related or health occupational courses, to include all ALHS courses, must have been completed within four years prior to the student's entrance into Chattahoochee Technical College. There are no time limits on transferability of general education courses or other occupational courses not listed above.
- Transfer courses taken on the quarter system will be awarded by the following conversion: quarter hours multiplied by .667 will equal the semester hours awarded.
- No credit is awarded for learning support courses.
- Courses that do not have identical course identification codes, but include essential competency areas, may transfer upon approval from the Vice President of Academic Affairs.

Full credit will be awarded for courses taken under approved standards within the Technical College System of Georgia, provided the criteria listed above are met. Transfer of credit will be indicated on the student's transcript with the letters TR. Grade points are not assigned to courses that are transferred. Chattahoochee Technical College reserves the right to review the credentials of faculty for the previously attended college as well as test the proficiency of students for coursework that is transferred in. No more than 75% of the total required hours in any program will be approved for transfer credit.

Military Credit

Transfer credit for military service schools is awarded based on American Council of Education (ACE) recommendations as listed in the *Guide to the Evaluation of Educational Experiences in the Armed Services* and approval by the Registrar.

A student may receive or earn up to eighteen (18) semester credit hours through CLEP, AP, military, corporate, college exemption exams institutional, or other such examinations. Credits do not count toward residency requirements or grade point average.

Students Seeking Re-admission

Students who have not attended for three terms must submit a **Re-admit Form** to the student affairs office. Students who are re-admitted are subject to the rules and regulations and program curriculum in effect at the time of re-admit. **Re-admit Forms** must be submitted prior to the published deadline. The College reserves the right to test all re-admitted students for competencies retained in prior courses.

Academic Residency

A minimum of twenty-five percent of coursework in a particular program of study must be completed at Chattahoochee Technical College in order for a student to be granted a technical certificate, diploma or degree. Exemption Exam credit is not included in the twenty-five percent.

Auditing a Course

A student who wishes to audit a course must be admitted to the school through one of the school's three admission classifications. Students who audit a class will receive an "AU" grade in the course and will not have the grade computed in the term or cumulative grade point average. Students who register to audit a class:

- Are not allowed to receive credit for the course (however, students will be permitted to re-register for the course for credit in a subsequent term);
- Are required to complete a **Request to Audit Form** at the time of registration;
- Are not permitted to change from audit to credit or from credit to audit after the Drop/Add period for the semester;
- Are cautioned to be aware that courses taken on an audit basis may not be used for certification of enrollment for many forms of financial aid or other benefits;
- Are required to pay regular tuition and fees and are subject to the same instructional requirements as other students in the class. *Financial aid will not cover classes being audited.*

Transient Student Status

Students may apply for Transient Student status if they wish to attend other regionally accredited institutions and subsequently return to Chattahoochee Technical College. Application is made by obtaining a **Transient Student Request Form** from the student affairs office. The student must be actively enrolled in a program of study and eligible to register at Chattahoochee Technical College, and the requested course must be a course in the student's program of study. Chattahoochee Technical College will notify students if they are not eligible for transient status. The student must meet the following requirements before transient permission can be granted:

- Must be in good academic standing (2.0 grade point average);
- Must be regularly admitted to a program of study and eligible to register at Chattahoochee Technical College;
- Must specify course(s) to be taken at the other institution (e.g.HUMN 1101);
- Requested course(s) must be in the student's declared program of study;
- Must have completed ALL required Learning Support courses;

- Must have successfully completed one term of enrollment at Chattahoochee Technical College.
- Must have successfully completed prerequisites for the course at the host college.

Note: Students may not concurrently attend Chattahoochee Technical College and another institution at the same time with the intent to transfer grades without prior authorization of the Registrar from CTC.

Student Records (FERPA)

The Registrar is responsible for the accurate and confidential maintenance of student records. Transcripts of educational records will contain *only* academic status information. Disciplinary action may be recorded in cases where it affects the student's eligibility to register. Disciplinary and counseling files will be maintained separately from academic records and will not be available to unauthorized persons.

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's records within 45 days of the day the school receives a request for access. Students should submit written requests to the Registrar that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend a record as requested by the student, the school will notify 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.

- 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 school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors or Trustees; 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. Upon request, the school discloses education records to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Chattahoochee Technical College to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.,
Washington, DC 20202-4605

Directory Information

In accordance with FERPA, the Office of the Registrar for Chattahoochee Technical College may release the following student information as directory information:

1. Name
2. Program of Study
3. Full-/Part-time status
4. Dates of attendance
5. Degrees, diplomas, certificates, awards received
6. Participation in student organizations or activities
7. Student email address

FERPA Objection

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

Gramm-Leach-Bliley Act

The Financial Services Modernization Act of 1999, also known as the "Gramm-Leach-Bliley Act" or GLB Act, includes provisions to protect consumers' personal information held by financial institutions, including postsecondary institutions. The GLB Act requires that schools have in place an information security program to ensure the security and confidentiality of customer information, protect against anticipated threats to the security or integrity of such information, and guard against the unauthorized access to or use of such information. There are three principal parts to the privacy requirements: the Financial Privacy Rule, Safeguards Rule and pretexting provisions.   Chattahoochee Technical College complies with the Gramm-Leach-Bliley Act. Additional information on the GLB Act can found at www.ftc.gov/privacy/glbact/.

Solomon Amendment

Another federal law, known as the Solomon Amendment, requires Chattahoochee 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
- Degree awarded

Objection

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.

Third-Party Access

Parents of students termed "dependent" for income tax purposes also have access to the student's educational records. As verification of the student's dependent status, the requesting parent(s) will need to provide a copy of the most recent tax return to the Registrar. Except in the case of dependent students, parents have no access to the records of students in postsecondary institutions.

Transcript Requests

Transcripts will be released only upon receipt of a *written request* that is signed by the student. A $5 fee will be charged for each copy. Transcripts will not be issued to a student whose record indicates financial obligation to the college.

Verification of Enrollment

Requests for verification of enrollment must be submitted in writing using the Enrollment Verification form available on the CTC College website. Processing time is approximately seven days from the date of receipt. Verifications cannot be processed until after the tenth day of the semester.

Purpose

The purpose of Student Affairs is to support student success through quality activities and services designed to enhance academic, personal, and career development. These activities and services support student learning efforts and assist them in developing skills necessary for successful completion of their educational goals.

Athletics

Chattahoochee Technical College is a member of the National Junior College Athletic Association (NJCAA) and the Georgia Junior College Athletic Association (GJCAA). CTC abides by all guidelines, rules, and regulations as outlined in each organization's constitution and by-laws. All athletes must meet the eligibility requirements as outlined by the NJCAA and the GJCAA to qualify for participation in any sports team at CTC. Students from any campus may participate in athletics; however, many of the teams hold practices and/or games at or near the Marietta campus. CTC is a member of the Region XVII conference. As of fall term 2009, CTC participates in three sports: cross country, track and field and basketball. Additional sports teams may be added as requested by the student body and approved by the Athletic Department. For more information about athletics, contact the Athletic Director at 770-528-4567.

Campus Life

The Office of Campus Life coordinates the activities of the Student Government Association (SGA) and all other organizations on campus. Students attend leadership conferences and regional/national conventions in their respective fields. A listing of student organizations and clubs at Chattahoochee Technical College may be found in the *Student Organizations & Honors* section of this catalog.

Career Services

Career Services is responsible for helping students choose careers, write resumes, and search for jobs. Career Services establishes relationships with employers who recruit on campus.

The primary purpose of the Career Services is to make available:

i) Current job listings for full-time and part-time jobs.
ii) Career counseling and assessment.
iii) Career and Skills Assessment Inventories including; CareerScope, FOCUS, Discover and Myers-Briggs.
iv) Individual assistance with writing cover letters and resumes.
v) Job interview preparation.
vi) Resume, interview, and job search workshops.
vii) Career development resources and handouts.
viii) Job market and salary information.

Disability Services

Chattahoochee Technical College provides support services for students with disabilities. These services ensure program accessibility and reasonable accommodations to individuals defined as disabled under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act of 2008.   A disability is defined as any condition that substantially limits one or more of life's major activities. "Major life activities" include such functions as major bodily functions, caring for oneself, performing manual tasks, seeing, hearing, eating, speaking, sleeping, walking, standing, lifting, bending, learning, reading, communicating, concentrating, thinking, and working. The condition may be permanent or temporary.

In order to receive accommodations at Chattahoochee Technical College, it is the student's responsibility to self-disclose this disability to the Disability Services Coordinator. Current documentation of the disability from a professional diagnosis is required. Documentation must be no older than 3-5 years and assessment based on adult criterion. Documentation must indicate that the requested accommodations are necessary for "participation in the college's educational programs."

Services provided include but are not limited to the following: registration assistance and priority registration, orientation to campus, institutional test modification, reader, note taker, scribes, use of tape recorder, enlarged copies, assistance in obtaining books in alternative formats, assistive FM listening devices, assistive technology and software, c-print services for the hard of hearing, interpreter services for the deaf, accessible classrooms, accessible parking, and information and referral to campus and community support services. Students must be aware that accommodations may be offered to alter the way in which material is presented, but in no way modifies course content or program requirements as established by the Technical College System of Georgia. Accommodations that compromise the academic integrity of a course are not allowed.   In order to demonstrate successful attainment of arithmetic competencies, students in certain math classes will not be allowed to use calculators as an accommodation.

Chattahoochee Technical College strives to provide, within reason, appropriate resources, services and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences and career opportunities.

Inquiries concerning the application, policies, and practices of the American with Disabilities Act for Chattahoochee Technical College may be addressed to one of the following:

Marietta Campus – ADA/Section 504 Coordinator, Mary Frances Bernard at 980 South Cobb Drive, Marietta, GA 30060, Building G, Room 1125. Phone: 770-528-4529. Also serving the Mountain View, Paulding, and Austell campus locations. E-mail is mfbernard@ChattahoocheeTech.edu

Appalachian Campus/North Metro Campus – Disability Services Coordinator, Kim Ellis at 100 Campus Drive, Jasper, GA 30143, Building 100, Room 132N and 5198 Ross Road, Acworth, GA 30102. Phone: 706-253-4422 and 770.975.4099. Also serving the Woodstock campus and Canton campuses. E-mail is kellis@ChattahoocheeTech.edu

Special Populations

Special Populations services are available to meet the needs of qualifying students. Services include but are not limited to workshops and training on educational, employability and life skills; institutional and community resources and referrals; and resource fairs. Special populations include:

1. Single Parents - Individual with custody of a minor child or children.
2. Single Pregnant Women.
3. Displaced Homemakers - Adults who have been dependent on the income of a family member and no longer supported by that income, have been performing unpaid labor in the home and as a result have diminished marketable skills, and have difficulty securing employment.
4. Economically Disadvantaged - Any student who is a Pell Grant recipient, or is receiving federal assistance such as Food Stamps and/or Medicaid.
5. Individuals with other barriers to educational achievement, including individuals with limited English proficiency.

A text book lending program is available to qualifying students. Application forms are available two weeks prior to the first day of the term.

The Special Populations Offices are located on the: Marietta Campus at 980 South Cobb Drive, Marietta, GA 30060-3398, Building C, Room 1102, telephone number 770-528-4560; and the North Metro Campus at 5198 Ross Road, Acworth, GA 30102 located in Office 132 P in Building A, telephone number 770-975-4023.

Counseling

Chattahoochee Technical College provides students with a wide range of counseling and supportive services that focus on helping students with educational, personal and career concerns. The staff will also help students establish personal and career goals, build classroom success skills, and develop strategies to become more productive students and future employees. Limited personal counseling as it relates to the educational experience is also available. Career counseling is provided based on the needs, interests, and aptitudes of the potential student. Our mission is to provide self-help strategies that assist students succeed in postsecondary education. When appropriate, students will be referred to community agencies and/or other institutions to give them every opportunity to locate the help they need. To request assistance, students should contact the Student Affairs Office on their campus.

Decision-Making Process

Student feedback and opinions play a significant role in institutional decisions affecting their interests. Students may also participate in the decision-making process at Chattahoochee Technical College through the Student Government Association (SGA), student professional organizations, task forces and committees, focus groups, various advisory committees, staff selection committees, and written evaluations of courses and services offered. The SGA plans college-wide activities and service projects each year. A comprehensive student satisfaction inventory is also given to large groups of students every other year to gather feedback on current issues and services provided. Students also contribute to decision-making through input they give on surveys and evaluations throughout the year such as the Graduating Student Survey.

Distance Learning
Chattahoochee Technical College offers a growing number of distance learning courses. Many other courses have a significant online component. Taking an online course can be a great learning experience; however, to be successful requires technical skills not required in a face-to-face or video conferencing system class. To be successful also requires the student to have certain basic computer and internet skills as well as access to a computer. Online students have access to the same services provided to on-campus students using the college's website and online access to other services.

Housing
Chattahoochee Technical College is a non-residential college and does not maintain dormitory facilities.

Insurance
Credit students are enrolled in a student accident insurance program. Coverage is provided for activities on-campus as well as those activities sponsored by the college. Students enrolled in Allied Health or Cosmetology clinical classes shall also purchase professional liability insurance.

International Center/ International Services
The International Center provides services that support the college's non-immigrant, international, permanent resident, exchange, and foreign-born student population. The Office provides pre-admission to post-graduation assistance and programs that support the international college community. International initiatives are directed through the International Center/International Services.

Services are provided to assist international students with special admission requirements, visa issues, and other matters related to the admission process.

Services are provided to assist the international student with certain visa issues which may include visa advisement, issuance of I-20's, travel documents, work permission, change of status, reinstatements, documents for dependents and SEVIS record management.

Additional services include counseling and advisement for academic, personal, financial and cross-cultural adjustment. The International Center also offers an international student orientation, student advocacy, and assistance with obtaining insurance, social security numbers, driver's licenses, and tax information for nonresidents.

The International Center is involved in various international programs. Programs include participation in student exchange programs, study abroad, and the International Club (an active support group of the international community). The annual International Festival is a major event on campus highlighting CTC's international community with cultural events and professional activities on global topics of interest.

The telephone numbers for International Center/International Services on the Marietta Campus are 770-528-4528 or 770-528-5804.

Student Identification Cards

All students are required to have a validated identification card. ID cards must be presented to check out books from the library, to have access to computer labs, and to gain admission to various student activities. New students receive an ID card free of charge; replacement cards cost $5. ID cards for new students are made at the beginning of each semester. ID cards for returning students are validated at the various campuses. Students must show a paid tuition receipt.

Student Right to Know

Students attend technical colleges for a variety of reasons. Every postsecondary institution is required by law to disclose its graduation, retention, and placement rates annually.   While many students attend with the intention of completing a program of study, others may desire only to upgrade their skills to a point sufficient for initial employment or job promotion or to transfer to a senior-level college or university. Contact the office of the Vice President of Student Affairs for further information.

Student Organizations and Honors

Students are given the opportunity to join various organizations and clubs to enhance their postsecondary educational experience. Various student activities are planned both on and off campus. For information concerning organizational membership, please contact the Campus Life Office.

Student Organizations

Allied Health Association (AHA) and Nursing Club (NC)

Allied Health Association and the Nursing Club are organizations that aim to provide healthcare professionals with skills, knowledge, and experiences that will help them deliver total quality patient care. To accomplish this goal, educational opportunities are offered via guest speakers, shared experiences, and member presentations.

Alternative Current Events (A.C.E. Club)

The A.C.E. Club gives students of Chattahoochee Technical College a chance to explore current events and topics from an alternative perspective. The A.C.E. Club provides an opportunity for students to debate, discuss and lecture on current or historical events with an emphasis on alternative media sources and ideas. The A.C.E. Club will be a non-political and non-religious group but will not discourage any perspectives or opinions. Respect will be an operative without an emphasis on "politically correct" rhetoric. Open and free discussions will be encouraged and debate with an exploration of facts or theory will be emphasized. Volunteerism will be encouraged with the possibility of group participation in organizations like Habitat For Humanity or Camp Sunshine.

American Marketing Association (AMA)

The North Metro Collegiate Chapter of the American Marketing Association is dedicated to helping its members attain excellence and success. Members are challenged to acquire and develop proficient knowledge and skills for successful, ethical careers in marketing. Opportunities to interact with our school, professional marketers, and the local community are provided to help members gain valuable real world experience and knowledge of marketing. Membership is open to students in all programs.

Association of Information Technology Professionals (AITP)
Association of Information Technology Professionals is a student branch of a national professional organization. This chapter was founded in 1968 and is designed for students planning careers in information technology. The chapter has monthly meetings with speakers from area companies. Local competition winners compete at regional and national conferences.

Association on Young Children (AYC)
This organization will promote public awareness of the importance of quality early childhood programs for children. The organization promotes Child Literacy Strategies and other important issues.

Automotive Club (AC) and Power Sports Club (PSPC)
These clubs exists primarily for students studying in these fields. Members work on projects and further expand their knowledge in this industry.

Christian Fellowship Club
Membership is open to all students currently enrolled at Chattahoochee Technical College. The club exists to provide regular opportunities to study and discuss the Bible, worship and pray, all in a group setting which also provides opportunities for fellowship, encouragement and spiritual development among members.

Entertainment Technology Council (ETC)
This organization's purpose is to enhance the member skills to enter the broadcast industry including film, television, radio and news media.

Gay Lesbian Straight Alliance (GLSA)
The Gay Lesbian Straight Alliance (GLSA) provides a safe and supportive environment for lesbian, gay, bisexual, transgender and questioning (LGBTQ) students and their straight allies (LGBTQA). The goal of the GLSA is to help LGBTQ students feel welcome and safe in the Chattahoochee Technical College community. The GLSA welcomes all students regardless of sexual orientation or gender identity. The GLSA participates in national and local campaigns to raise awareness. The GLSA annually raises funds for local and national charities that support the LGBTQ community and for other local and national charities that support the wellbeing and health of every citizen.

Horticulture Club (HC)
HC exists primarily for students studying horticulture. Activities are geared toward furthering their knowledge and contacts in the horticulture industry

Institute of Electrical and Electronics Engineers (IEEE)
Institute of Electrical and Electronics Engineers is the world's largest technical professional society. Today, IEEE includes 48,000 students within a total membership of 320,000 who conduct and participate in its activities in 147 countries. Student members participate in monthly meetings, technical seminars, and regional student conferences. Graduates may upgrade their membership to continue their association with **IEEE International Club.** The International Club acts as an active support group of the CTC International Community. It serves as a focal point for international student initiatives, concerns, and social functions. The club co-sponsors an annual international festival highlighting the cultural diversity of the college and educational programs of interest. Club members practice cross-cultural skills

as they learn global leadership skills and participate in service projects. Selected club members participate in the annual Georgia International Leadership Conference.

International Club
The International Club acts as an active support group of the CTC International Community. It serves as a focal point for international student initiatives, concerns, and social functions. The club co-sponsors an annual international festival highlighting the cultural diversity of the college and educational programs of interest. Club members learn about world cultures, develop global leadership skills and participate in service projects. Selected club members participate in the annual Georgia International Leadership Conference.

Older Wiser Learners (OWLS)
The purpose of OWLS is to aid the transition of older students into the social and academic life at Chattahoochee Technical College. OWLS provides a supportive environment assisting students entering college after a period of absence from academic life or beginning higher education for the first time. Members provide information on services offered and maintain a line of communication with faculty and administration.

Performing Arts Team (PAT)
PAT exists for students interested in the performing arts. Specifically, activities are in the form of dance, cheerleading, and skits. The PAT dance team has performed at events such as campus festivals, athletic events and Open House in the past.

Phi Beta Lambda (PBL)
Phi Beta Lambda is a student branch of a national organization that provides opportunities for students who have career plans in business and office occupations. Students hold monthly meetings, sponsor service projects, and participate in state conferences and competitions.

Professional Land Care Network (PLANET)
The Professional Land Care Network is an organization for students in the Horticulture program. PLANET participates in garden tours, seminars, industry-related trade shows, and PLANET Student Field Day and Career Day. This organization provides an opportunity for members to improve their leadership skills and explore careers in the horticulture field.

Public Safety Club
The club exists primarily for students planning to enter public safety careers in criminal justice, paramedics/EMT, fire science, and any other related field. In addition to regular meetings, students also take trips to enhance their knowledge in the field, such as an earlier trip to Philadelphia to learn about the U.S. Constitution.

Rho Tau Alpha (PTA) Club
Rho Tau Alpha's (PTA) mission is to create a better understanding of the vastness, diversity, and complexity of the profession of physical therapy through a supportive and informative environment for students enrolled in the physical therapist assistant program.

Science & Math Club
The Science and Math Club promotes awareness of, and appreciation for, science and mathematics; it aims to highlight the effects of science and mathematics on today's society. The purpose of the club is to provide activities that allow students to see how math and science are utilized in all aspects of life.

SKILLS-USA
SKILLS-USA is a national organization serving teachers, high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health fields. The organization's purpose is to complement student skills training with personal development. Students learn such qualities and attitudes as leadership, citizenship, self-respect, and high standards of craftsmanship and ethics. Students may participate in state and national competitions. It was formerly known as VICA (Vocational Industrial Clubs of America).

Student Ambassadors
The Student Ambassador program is a leadership opportunity for students who are dedicated to serving and representing CTC. A Student Ambassador at Chattahoochee Technical College is a representative of the college student body and a good will representative of the entire college. Ambassadors have a desire to work with faculty, staff, current and prospective students and members of the community or promote the college and its programs and services. They represent CTC at a variety of special events to include graduation ceremonies, convocations, guest lectures, honor society inductions, and receptions. Through an application process, students can be part of prestigious group to learn essential leadership skills, communications and college relations skills.

Student Government Association (SGA)
Student Government Association promotes activities and provides services that contribute to the cultural, social, moral, and intellectual development of students. SGA is composed of representatives from each club plus members-at-large who plan school-wide activities and service projects.

Surgical Technology Club
The Surgical Technology Club is an organization that aims to provide surgical technology professionals with skill, knowledge, and experiences that will help them deliver total quality patient care. To accomplish this goal, educational opportunities are offered via guest speakers, shared experiences, and member presentations. Other activities include fundraisers and community projects.

White Hat Brigade (WHB)
This organization's purpose is to enhance member skills to enter the culinary industry. Members have the opportunity to meet with professionals as well as participate in competitions.

Student Honors

Georgia Occupational Award of Leadership (GOAL)
Georgia Occupational Award of Leadership is a recognition program jointly coordinated by Chambers of Commerce, businesses, and the Technical College System of Georgia. Its purpose is to honor outstanding technical education students. The GOAL winner serves as the statewide student of the year and ambassador for technical education in Georgia

Lambda Nu

Lambda Nu is a national honor society for the radiologic and imaging sciences. Its objectives are to foster academic scholarship and promote research and investigation in the radiologic and imaging sciences.

National Technical Honor Society (NTHS)

National Technical Honor Society rewards scholastic achievement in technical education. The organization inducts students who are nominated and who meet established criteria, including a 3.8 grade point average.

GENERAL POLICIES AND PROCEDURES

Standard of Conduct

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

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

Student Rights and Responsibilities

Students of Chattahoochee Technical College are guaranteed all of the rights, privileges and freedoms granted to a citizen of the United States. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolled at Chattahoochee Technical College assume a citizen's responsibility to abide by federal, state, and local laws. Violations of statutory laws, or of Chattahoochee Technical College student conduct regulations or other Technical College System of Georgia policies, rules and regulations may lead to disciplinary actions by Chattahoochee Technical College. These regulations do not deny any previously guaranteed rights and privileges, but ensure a pleasant educational environment for all Chattahoochee Technical College students.

Definitions

- The term "student" includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered "students."
- The term "faculty member" means any person hired by the Technical College to conduct teaching, service, or research activities.
- The term "Technical College official" includes any person employed by the Technical College, performing assigned administrative responsibilities.
- The term "member of the Technical College community" includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
- The term "Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).

- The term "Student Organization" means any number of persons who have complied with the formal requirements for Technical College recognition.
- The term "Judicial Body" means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
- The term "Judicial Advisor" means a Technical College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of the Technical College is the Student Disciplinary Officer.
- The term "Appellate Board" means any person or persons designated by the President to consider an appeal from a judicial body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
- The term "shall" is used in the imperative sense.
- The term "may" is used in the permissive sense.
- The term "policy" is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
- The term "System" means the Technical College System of Georgia.
- The term "business days" means, for disciplinary purposes, weekdays that the college administrative offices are open.
- The term "Continuing Relationship" means any person who has been enrolled as a student and may enroll in the future as a student at the Technical College.
- The term "Academic Misconduct" means any incident involving an act which affects the evaluation of a student's academic performance or achievement (i.e. cheating, plagiarism, etc.).
- The term "Student Disciplinary Officer" refers to the person designated by the President to administer this procedure.

Proscribed Conduct

1. Jurisdiction of the Technical College

   Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, off-campus classes, activities or functions sponsored by the Technical College, or which adversely affects the Technical College Community and/or the pursuit of its objectives.

2. Conduct Rules and Regulations

   Any student found to have committed the following misconduct is subject to disciplinary sanctions:

   a) Acts of dishonesty, including, but not limited to, the following:

i. Cheating, plagiarism, or other forms of academic dishonesty.

ii. Furnishing false information to any Technical College official, faculty member or office.

iii. Forgery, alteration, or misuse of any Technical College document, record, or instrument of identification.

iv. Tampering with the election of any Technical College recognized student organization.

b)Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Technical College activities, including its public-service functions on or off campus, or other authorized non-Technical College activities, when the act occurs on Technical College premises.

c) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

d) Attempted or actual theft of and/or damage to property of the Technical College or property of a member of the Technical College community or other personal or public property.

e) Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

f) Failure to comply with directions of Technical College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

g) Unauthorized possession, duplication or use of keys to any Technical College premises or unauthorized entry to or use of Technical College premises.

h) Violation of published Department or Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.

i) Violation of federal, state or local law on Technical College premises or at Technical College sponsored or supervised activities.

j) Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.

k) Use, possession or distribution of alcoholic beverages or public intoxication on Technical College premises or at off-campus activities sponsored by the Technical College.

l) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Technical College premises.

m) Participation in a campus demonstration that disrupts the normal operations of the Technical College and infringes on the rights of other members of the Technical College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

n) Obstruction of the free flow of pedestrian or vehicular traffic on Technical College premises or at Technical College sponsored or supervised functions.

o) Conduct that is unbecoming to a student, including, but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on Technical College premises or at other locations where classes, activities, or functions sponsored or participated by the Technical College may be held.

p) Theft or other abuse of computer time, including but not limited to:

   i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

   ii. Unauthorized transfer of a file.

   iii. Unauthorized use of another individual's identification and password.

   iv. Use of computing facilities to interfere with the work of another student, faculty member or

Technical College Official.

    v.   Use of computer facilities to send obscene or abusive messages or view obscene electronic information.

    vi.   Use of computing facilities to interfere with normal operation of the Technical College computing system.

    vii.   Violation of the Department's Acceptable Computer and Internet Use policy.

q) Abuse of the Judicial System, including but not limited to:

    i.   Failure to obey the summons of a judicial body or Technical College official.

    ii.   Falsification, distortion, or misrepresentation of information before a judicial body.

    iii.   Disruption or interference with the orderly conduct of a judicial proceeding.

    iv.   Initialing a judicial proceeding knowingly without cause.

    v.   Attempting to discourage an individual's proper participation in, or use of, the judicial system.

    vi.   Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.

    vii.   Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.

    viii.   Failure to comply with the sanction(s) imposed under the Student Code.

    ix.   Influencing or attempting to influence another person to commit an abuse of the judicial system.

r) Use of tobacco products in campus buildings except in marked designated smoking areas.

PROCEDURE:

Filing a Complaint

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

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

3. Investigation and Decision

   a. Within five business days after the complaint is filed, the Student Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer or his/her designee shall determine whether the student is guilty of the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, he or she will be considered guilty and the appropriate actions will be taken.

   b. The student shall have five 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 is guilty of a violation of 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.

Disciplinary Sanctions

1. After a determination that a student has violated the Student Code of conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:

   a. **Restitution –** A student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

   b. **Reprimand –** A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is, in effect, being given another chance to conduct himself/herself as a proper member of the Technical College community, and that any further violation may result in more serious sanctions.

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

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

   e. **Failing or lowered grade** – In cases of academic misconduct, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the Technical College.

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

   g. **Disciplinary Expulsion –** Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the Technical College for any reason may apply in writing for reinstatement twelve (12) months following the

expulsion. If approval for reinstatement is granted, students will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Disciplinary Officer or his/her designee.

h. **Interim Disciplinary Suspension –** As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the Technical College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom- or other Technical College-related activities.

i. **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student may not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

2. **Violation of Federal, State, or Local Law**

a. If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.

b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

c. When a student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. **Conditions of Disciplinary Suspension and Expulsion**

a. A student who has been suspended or expelled from the Technical College shall be denied all privileges afforded a student and shall be required to vacate Technical

College premises at a time determined by the Student Disciplinary Officer or his/her designee.

b. In addition, after vacating the Technical College Premises, a suspended or expelled student may not enter upon the Technical College premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the Technical College premises for a limited, specified purpose.

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

d. A scheduled appeal hearing before the Judicial Body 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.

Mediation

At the discretion of the President, the college may adopt a mediation procedure to utilize prior to the Appeals set forth herein.

Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within five business days of notification of the decision.

2. The student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body. The Committee will consist of two faculty members, one staff member and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the Judicial Body. The record shall be the property of the Technical College. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The Technical College President or his/her designee will notify the student in writing of the Committee's decision and the opportunity to appeal directly to the President.

3. In the event that the student chooses to contest the decision of the Student Judicial Committee, he/she has the right to appeal the decision to the President of the College within five business days of notification of the Committee's decision. The appeal to the President shall be in writing. The President shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The President shall deliver his/her decision to the student within 10 business days. The decision of the President shall be final and binding.

Document Retention

The Student Disciplinary Officer or his/her designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Student Disciplinary Officer or his/her designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Student Judicial Committee. A record of the final decision must also be retained, in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five years after graduation of the student or the date of the student's last attendance.

Grievance Policy

Chattahoochee Technical College is in compliance with the rules and regulations for the administration of Title VI, Title IX, Section 504, and the Age Discrimination Act contained in requirements for recipient to issue notice of nondiscrimination. The Title II regulation also contains a notice requirement that applies to all government, whether or not they receive federal aid.

The Technical College System of Georgia and Chattahoochee Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other System and Chattahoochee Technical College-administered programs. It also encompasses the employment of personnel and contracting for goods and services.

The Technical College System of Georgia and Chattahoochee Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Grievance Procedures

The following procedures are to be used in reporting and settling grievances in regard to the policy listed above.

All student grievances or complaints alleging action of a discriminatory nature shall be addressed, in person or writing, to:

1. Title IX Coordinator, Dianne Barker, at 5198 Ross Road, Acworth, GA 30102, Building A, Student Affairs Suite, Office 132P. Phone: 770-975-4023.
2. Resolution of complaint will be resolved through formal and/or informal meetings with faculty, staff, students, and appropriate administrators.
3. All information collected and parties in the complaint will be kept confidential and all parties to the complaint will be protected from retaliation.
4. The Title IX Coordinator shall, within 20 working days, conduct a thorough and impartial investigation of the matter. The findings of this inquiry will be reported in writing to the college administration.
5. Notice of outcome(s) shall be made to the complainant by the appropriate Vice President within 25 working days.

6.   The decision of the Administrator may be appealed to the President with further appeals respectively to the Chattahoochee Technical College Board of Directors, Commissioner, Technical College System of Georgia, and the Board of the Technical College System of Georgia.

Americans with Disabilities Act (ADA)

Chattahoochee Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, academic or economic disadvantage, or disability in the provision of services, programs, or activities. Chattahoochee Technical College strives to provide, within reason, appropriate resources, services, and auxiliary aids to allow each qualified person – with a documented disability – equitable access to educational programs, social experiences, and career opportunities.

1. ADA/Section 504 Coordinator is Mary Frances Bernard at 980 South Cobb Drive, Marietta, GA 30060, Building G, Room 1125. Phone: 770-528-4529.

Sexual Harassment

Chattahoochee Technical Colleges prohibit sexual harassment and harassment on the basis of race, color, creed, gender, national or ethnic origin, religion, disability, age, political affiliation or belief, disabled Veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). Sexual harassment is a form of gender discrimination and is a violation of State and Federal law. Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is prohibited when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or otherwise full participation in department or college life; (2) submission to or rejection of such conduct is considered in evaluating a person's academic work or job performance, or (3) such conduct has the purpose or effect of interfering with a person's academic or job performance; creating a sexually intimidating, hostile, or offensive working or educational environment, or interfering with one's ability to participate in or benefit from an educational program or activity. All persons who believe that they are or may have been victims of improper harassment are encouraged to seek resolution promptly with:

2. Title IX Coordinator, Dianne Barker, at 5198 Ross Road, Acworth, GA 30102, Building A, Office 132P. Phone: 770.975.4023.

Drug Free Schools and Communities Act

Chattahoochee Technical College is a drug-free campus. The staff at Chattahoochee Technical College is concerned about the growing pattern of drug and alcohol abuse in our society today. Chattahoochee Technical College is doing its part to curb this usage and to educate our staff and students about the associated dangers. Chattahoochee Technical College will comply with all pertinent laws and regulations and is eager to join other educational facilities in this national effort to combat drug abuse. National and state certifications of intent to comply with these laws in order to continue to receive funds for financial assistance have been submitted.

The Federal *Drug Free Schools and Communities Act* of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education

that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense, the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

The Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

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

The Technical College is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

- The dangers of drug and alcohol abuse on the campus and elsewhere.
- Any available drug and alcohol counseling, rehabilitation and assistance programs.
- Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Student Administrative Withdrawals/Written Complaints Procedures

Student Administrative Withdrawals
A student may be administratively withdrawn from the institution when, in the judgment of the Vice President of Student Affairs, the Vice President of Academic Affairs, and the personal physician (if any) determines that the student suffers from a physical, mental, emotional, or psychological health condition which: (1) poses a significant danger or threat of physical harm

to the student or to the person or property of others, (2) causes the student to interfere with the rights of other members of the school or with the exercise of any proper activities or functions of the school or its personnel, or (3) causes the student to be unable to meet institutional requirements for admission and continued enrollment.

Students who are administratively withdrawn from CTC will be subject to the standard refund period as established by the Technical College System of Georgia.

Student Written Complaints Procedures

Hopefully, most complaints/disputes/issues can be resolved through open and frank discussion between the individuals involved. Staff members should make every effort to resolve situations with students. When that is not the case, student written complaints should be directed to the Office of Vice President of Student Affairs. The written complaint should be specific, listing the nature of the complaint, along with any possible solution. The Vice President of Student Affairs or designee will review the concern or complaint and direct it to the appropriate office for further review and resolution. A routing form will be utilized to direct complaints/issues to the appropriate office. Complaints will be addressed and processed in the following ways:

- Issues with the potential to become very serious matters should be discussed with the appropriate Vice President.
- Complaints involving instructional concerns will be directed to the appropriate division chair and/or dean over the academic area.
- Complaints involving fees, requests for refunds, and course placements will be handled by the Vice President of Student Affairs in conjunction with the Executive Director of Student Financial Services, when necessary.
- Financial aid issues will be directed to the Executive Director of Student Financial Services. Facilities, maintenance, security, and parking concerns will be directed to the Assistant Vice President of Facilities.
- Continuing education and /or economic development class concerns will be directed to the Vice President of Economic Development.

Administrative/staff members may seek assistance and/or consultation from other CTC personnel in resolution and response to these items. The staff member should contact the student(s) via telephone, direct contact, or e-mail to start the negotiation and resolution process.

After review and resolution, the appropriate office will respond to the student(s) within a reasonable time from receipt of the written complaint. The response may include what action was taken, future steps to be taken, further referral, and/or final disposition of the matter. This will be done, if necessary, in writing. The appropriate office may keep any necessary documents on file deemed necessary.

The responding office will complete the routing form, along with any necessary documentation, action and response, and return to the Office of Vice President of Student Affairs. These documents will then be maintained on file.

These procedures do not override any procedures for addressing written complaints concerning academic grievances, grade appeals, discrimination, or the Americans with Disabilities Act (ADA) that may be listed in the college catalog or other official publications.

Visitors

Chattahoochee Technical College welcomes visitors. Individuals or groups (high school classes, clubs, and organizations) wishing to visit a campus may call 770-528-4545 to make an appointment. Times and dates will be arranged to accommodate your needs. All visitors should report to the reception area upon arrival to the campus.

For the safety of the school, faculty, staff, and students, security personnel may remove unauthorized visitors who disrupt the operation of the school. These violators may have appropriate charges filed against them as deemed necessary by the President of Chattahoochee Technical College or an official designee.

Children on Campus

Children will not be allowed on any of the school's campuses for any extended period of time unless they are involved in an organized special program for children; i.e., Child Care program at the Paulding Campus or future summer camps for children. In the event that children are found in class or wandering on any campus, faculty and/or staff should ask the accompanying student to immediately leave campus with the child. Security personnel will also be asked to assist in these matters.

ACADEMICS

Purpose
The division of Academic Affairs is committed to providing a teaching/learning environment that supports and maintains academic excellence for a diverse student population. Academic programs are designed and implemented to meet the educational needs of the students and to prepare them for the workforce.

Change of Program/Major
Students who wish to change their program of study should complete a **Program Change Form** and submit it to student affairs office by the posted deadline for the upcoming semester. The request will be considered with respect to meeting the admission requirements, necessary qualifications for the program, and the availability of space in that program. Requests received by the posted deadline will be effective for the upcoming semester.

Elective Courses
Associate of Applied Science (AAS) degree program elective courses may be inside or outside the program of study, based on the list provided in the program area. Diploma/certificate level general education core courses cannot be used as electives in degree programs, unless allowed by the specific program.

Multiple Programs of Study/Majors
A student may be enrolled in only one program of study at a time.

Attendance
It is the student's responsibility to attend classes on a good-faith basis that demonstrates the student's desire to be a genuine partner in the educational process. Instructors will keep an accurate record of attendance. Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. Instructors may establish attendance and make-up policies which are provided to the student through the course syllabus. It is the responsibility of the student to know the policy and adhere to it. Final grades may be affected by excessive absence and tardiness.

No Show Policy
A "no show" is a student whose name appears on the class roster but who fails to attend class the first time after his/her name appears on the roll. If a student physically attends class at any time, he/she cannot be considered a "no show." In a hybrid or online class, a student who logs into the class in Angel is considered having attended that class and cannot be considered a "no show." Any student reported as a "no show" by an instructor will be administratively withdrawn from the class and will show no enrollment history.

"No shows" shall receive a 100% refund of applicable tuition (hours below 15-hour tuition cap) and applicable refundable fees, excluding the application fee.

Any student receiving financial aid who is reported as a "no show" will have his/her financial aid award for that class cancelled. All financial aid awards based on courses that students do not attend will be cancelled, and the student will be responsible for any applicable charges.

Students should not rely on the "no show" policy to withdraw from courses.

Withdrawal Policy

Through the end of the ninth week of the semester, students may withdraw from any or all courses from their schedule. Students are responsible for withdrawing themselves from any or all of the classes through BannerWeb. No withdrawals will be processed after the 'W' period ends. Students who do not withdraw from classes will be assigned grades earned.

Any student receiving federal student aid (Pell, SEOG, etc.) who completely withdraws from all classes during a given period of enrollment and completes less than 60% of the term (based on the instructor's determination of last date of attendance) may be required to return funds to Chattahoochee Technical College and/or the US Department of Education.

Hardship Withdrawal

Students may request a hardship withdrawal with the Vice President of Academic Affairs. Hardship withdrawals are limited to certain criteria which includes, but is not limited to, hospitalization of the student, death in the immediate family, military duty, or being seated upon a jury for more than three days. The appeal must be made in writing with verifying documentation. Hardship withdrawals MUST be requested no later than the end of the third week of the subsequent semester for which the withdrawal is requested. If a hardship withdrawal is requested/granted, it will include all classes for the given term.

Students who withdraw or are withdrawn from CTC, for any reason, will be subject to the standard refund period as established by the Technical College System of Georgia.

Grade Appeal Policy

A student has the right to appeal when he/she believes a final course grade assigned by the instructor does not reflect what the student has earned according to the criteria for grading as outlined by the instructor in the course syllabus. Grade appeals MUST be initiated no later than the end of the third week of classes of the first semester after the grade was issued. The Grade Appeal Process for courses in lock-step Health programs is not covered in the following information. These include all HIMT, OCTA, PNSG, RNSG, SURG, MAST, PHTA, and RADT courses. Please contact the office of the Vice President of Academics Affairs for that process.

Grade Appeal Procedures

The stages of the appeal process for all courses are as follows:

- Appeal to the instructor

  After the assignment of the grade, the student must communicate with the instructor seeking a solution to the concerns regarding the grade.

- Appeal to the Division Chair or Associate Dean

If the concerns are not resolved to the student's satisfaction, and if the student continues to believe the grade does not reflect his/her performance in the course as outlined by the instructor in the course syllabus, the student may submit a written statement to the division chair or Associate Dean who supervises the discipline of the course *no later than the end of the fifth week of classes of the first semester following the semester the grade was issued*. The written statement must outline the student's concerns with the issued grade. The chair or Associate Dean will research the situation and issue a written response to the student within ten working days of receiving the written statement of appeal.

- Appeal to the Dean

  If the concerns are not resolved to the student's satisfaction, and if the student continues to believe the grade does not reflect his/her performance in the course as outlined by the instructor in the course syllabus, the student may submit a written statement to the Dean who supervises the discipline of the course *no later than the end of the ninth week of classes of the first semester following the semester the grade was issued*. The written statement must outline the student's concerns with the issued grade. The dean will convene an Ad Hoc Appeal Committee consisting of a minimum of three persons, one of whom will be a student approved by a Student Government Association officer. The remaining two committee members must be personnel from an academic program other than that of the class being appealed. The personnel may be an academic dean, division chair, Associate Dean, and/or faculty member. A date will be scheduled for the student and the instructor to meet with the Ad Hoc Committee. The committee will begin with the presumption that the grade is correct as assigned. The function of the committee is to evaluate the grading procedures as well as, if necessary, re-evaluate the student's assignments for the course in terms of criteria established by the instructor of the course. The committee's decision may be to keep the assigned grade, raise the grade, or lower the grade. The dean will report in writing to the student the committee's decision within ten working days of the committee meeting. If the decision is to change the grade, and the instructor refuses to change it, the Dean will process the grade change using the college's established grade change process. The decision of the committee is final unto all parties of the grievance.

  NOTE: Students in "lock step" programs may continue the next course in the sequence at their own risk. If a failing grade is not changed, the student must withdraw from the next sequenced class at the time of receiving the committee's ruling. No tuition or fee refunds will be given.

Academic Misconduct

Chattahoochee Technical College promotes and expects all members of the college community to conduct themselves professionally and with honesty and integrity. The college considers academic integrity an integral part of the learning environment. Any infraction of this policy is detrimental to the students' education and the integrity of the college. Cases of academic misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Copying and submitting another's work as one's own.

- Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- Falsifying or fabricating information such as data for a lab report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Instructors may use any one or more of the following disciplinary measures for addressing instances of academic misconduct:

1. Award a grade of zero for the assignment;
2. Assign a failing grade for the course;
3. Recommend the dismissal of the student from the program or college.

Academic Freedom

The Technical College System of Georgia (TCSG) 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 in discussing their subject. Although caution must be used not to introduce teaching matters that have no relation to the instructional field, faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and should feel free to participate as responsible citizens in community affairs.

The Technical College System of Georgia and its institutions safeguard and protect these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

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.

Associate Degrees

The Associate of Applied Science (AAS) degrees conform to statewide standards developed by the Technical College System of Georgia. These programs are terminal degree programs designed to prepare students for employment. The AAS degrees are organized into two sections: general core courses and occupational courses. A range of 60-73 semester credit hours is required for graduation;

some programs may exceed 73 credit hours to meet professional credentialing or licensure or by official exception of the State Board of the Technical College System of Georgia.

Diplomas

Diploma programs conform to statewide standards developed by the Technical College System of Georgia. Diploma programs are comprised of general core courses and occupational courses, with a range of 40-59 semester credit hours required for graduation; some programs may exceed 59 credit hours to meet professional credentialing or licensure or by official exception of the State Board of the Technical College System of Georgia.

Technical Certificates of Credit

A Technical Certificate of Credit (TCC) is designed to meet a specific educational need to prepare students, or to update their skills, for the workforce. A TCC has a range of 9-39 credit hours required for completion. Some TCCs may be embedded in the coursework for the degree or diploma.

Grading System

Grades are issued at the end of each semester. All grades earned will be reflected on, and remain on, the official academic transcript. The following grading scale is used:

A	90-100	Excellent	4.0
B	80-89	Good	3.0
C	70-79	Satisfactory	2.0
D	60-69	Poor	1.0
F	0-59	Failing	0.0

An asterisk (*) located next to any of the above letter grades denotes a Learning Support course grade.

NOTE: Some programs may require an altered grading scale as described in the instructor's syllabus.

I   Incomplete—assigned by an instructor to a student who has completed 85% of the coursework by the end of the grading period, and is issued at the discretion of the instructor. The "I" grade automatically becomes a grade of "F" if the student does not satisfactorily complete the coursework and the record does not reflect a new grade by the end of the 4th week of the following semester. If a grade of "I" is received in any course that is a prerequisite to other courses, the student must complete the required prerequisite and receive a satisfactory final grade to be eligible to enroll in the next level course. The student may not register for the same class until the "I" grade is resolved. "I" grades are only acceptable for credit classes and not allowed in learning support courses. The college calendar notes established semester deadlines.

W   Withdrawal—assigned to a student who voluntarily withdraws from a course through the 10th week of the semester. The college calendar notes established semester deadlines.

TR   Transfer Credit—assigned when courses with a grade of "C" or better are accepted as college credit from another regionally accredited postsecondary institution or any Technical College System of Georgia college.

AC   Articulated Credit—assigned when coursework is accepted as college credit from an accredited Georgia high school.

AU   Audit—assigned when a student audits a course rather than taking it for college credit.

IP   In Progress—indicated on transcript when a course is in progress and the final grades have not yet been assigned.

EX   Exempt—assigned when a student takes and passes a course exemption examination.

Grade Point Average (GPA)

A student's term GPA is computed by dividing the number of credit hours in the courses attempted for the semester (in which a grade of A, B, C, D, or F was received) into the number of quality points earned on those hours scheduled for the semester. Neither transfer, articulated, nor exemption credit are calculated in the GPA. The method explained below can be used to figure GPA for one term or to calculate a cumulative or overall GPA.

Assume, for example, that a student received the following grades for the fall term:
> 3 hour English course – C
> 3 hour computer course – B
> 3 hour math course – B
> 3 hour business course – A

To figure the GPA for this term, first multiply the number of credit hours for each course times the numerical value of the grade (A=4, B=3, C=2, D=1). This will gives the *quality points* for each course. (For example, to determine the quality points for English, multiply 3 X 2.) Then divide the total number of credit hours (14) into the total number of quality points (42). This results in a GPA of (3.00).

No. of Credit Hours		Numerical Grade Value	Quality Points
3	X	2	6 (English)
3	X	3	9 (Computer)
3	X	3	9 (Math)
<u>3</u>	X	4	<u>12</u> (Business)
Totals 12			**36**

36 ÷ 12 = 3.0 Grade Point Average (GPA)

Grade Requirements

Any courses which are prerequisite for more advanced courses will require a grade of C or higher to enroll in the subsequent courses.

Work Ethics

Work ethics are evaluated in select required courses in each technical program of study. This evaluation, completed in accordance with Technical College System of Georgia standards, is designed to encourage and instill good work habits. The work ethics evaluation is incorporated into the student's final grade for those courses where work ethics are to be assessed, as indicated in the work ethics plan for each program.

Graduation

To be eligible to graduate with a certificate, diploma, or degree from Chattahoochee Technical College, a student must satisfactorily complete the program of study in which he/she is enrolled with a cumulative grade point average of 2.0. All students must have completed a high school diploma or GED certificate before graduating from Chattahoochee Technical College.

A student's academic record will be evaluated by the Registrar for any and all credentials earned to determine if graduation requirements have been met. If a student's enrollment has not been continuous since initial matriculation to the college, his/her record will be evaluated for graduation based on the catalog in effect at the time of readmission.

The student must submit a petition to graduate to the Registrar by the end of the semester *prior* to the semester he/she plans to graduate. The college calendar posts dates for graduation.

A graduation fee is required at the time of submission of the graduation petition. This fee is non-refundable.

Final Course Grades

Final grades are available via BannerWebGrades are not mailed to students.

Academic Good Standing

Students are considered to be in academic good standing if they maintain a semester grade point average of 2.0 or higher.

Academic Warning

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

Academic Probation

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

Academic Suspension

A student on academic probation whose semester and cumulative grade point averages are less than 2.0 will be placed on academic suspension.   To return, the student must petition to be re-admitted by completing the following steps:

First Academic Suspension
The student will be required to sit out for one semester. To gain re-entry to the college, he/she must complete an **Academic Suspension Re-entry form**.   It is recommended that the student register for and complete COLL 1101(College Success course) during his/her first semester back.

The student is required to earn a semester grade point average of 2.0 or higher in order to continue the next semester on academic probation until he/she has obtained a cumulative grade point average of 2.0 or higher in order to achieve good academic standing.

Second Academic Suspension
The student will not be allowed to re-admit until he/she has been out for at least two semesters. He/she must complete an **Academic Suspension Re-entry form**. After being out for at least two semesters, the student is *required* to enroll in COLL 101(College Success course) and earn a grade of "B" or better. .

The student is required to earn a semester grade point average of 2.0 or higher in order to continue the next semester on academic probation until he/she has obtained a cumulative grade point average of 2.0 or higher in order to achieve good academic standing.

Third Academic Suspension
A student who has been academically suspended for a third time will be considered for readmission after an absence of one calendar year from the end of the semester in which the third suspension occurred. The appeal for re-admission must come in the form of a letter addressed to the Vice President of Academic Affairs.

Any subsequent suspensions will result in permanent dismissal from Chattahoochee Technical College.

Full-time Enrollment Status (Credit Hour Limit)
A student is considered to have a full-time course load if he/she is taking 12 or more credit hours. A student may not register for more than 18 credit hours during a semester. Any requests to exceed 18 hours should be submitted in writing to the appropriate academic Dean or Vice President of Academic Affairs, whose decision is final and is not subject to appeal.

Drop/Add Period
Courses may be dropped and added through the third scheduled class day of the semester. Courses dropped during the drop/add period will not appear on the student's official academic transcript. Courses dropped during the drop/add period are eligible for 100% refund.   Schedules created during add/drop are subject to a late fee.

Academic Resources

Learning Support Courses
Students whose test scores or transcripts indicate a lack of academic preparation for a program of study are enrolled in Learning Support (LS) courses. Learning Support courses carry institutional credit but do not apply toward graduation or a student's grade point average. These courses are numbered 0097-0099. Grades are recorded using A*, B*, C*, D*, or F* only where the "*" indicates the grade assigned was a learning support course grade. Incomplete grades are not allowed in learning support courses. Emphasis is placed on improvement of writing skills, understanding and performance in reading,

numerical skills, beginning and elementary algebra. Students required to take Learning Support courses must register for at least one required LS course each semester until all required courses are completed.

Library/Information Resource Services
The purpose of the Chattahoochee Technical College Library is to provide information resources and library services to meet the institutional mission of preparing students to enter the workforce. Library staff provide materials to assist students in pursuing their educational, career, and personal goals. The library is committed to the support of academic programs for the broad range of students in the technical college.

Libraries are located on all campuses. The library provides information, guidance, and instruction to all faculty, staff, and students for a wide range of resource materials. Automated catalogs, circulation, electronic indexes, e-books, and reference services offer the user state-of-the-art access to research and recreational materials. Information on student access to online resources can be found at www.ChattahoocheeTech.edu/library.

The library is a member of the *Georgia Online Database* (GOLD) and Lyrasis (formerly the *Southeastern Library Information Network* or SOLINET). GOLD and Lyrasis provide access to materials in libraries throughout Georgia, the east, and the southeast for inter-library loans. The library also maintains cooperative agreements with Kennesaw State University, Southern Polytechnic State University, Reinhardt College, and all other Technical College System of Georgia (TCSG) libraries. These agreements allow Chattahoochee Technical College faculty and students to borrow materials from these campus libraries upon presentation of a current Chattahoochee Technical College photo ID.

Open Computer Labs
Computers for general use by students are provided on all campuses either in a separate lab or in conjunction with the Library or Success Centers. Students will need a current, validated student ID card to use the labs.

Success Centers
Success Centers are available at all campuses. Tutoring is available in English, math and reading, and may be arranged for other subjects depending upon availability of tutors. Schedules are posted by campus. The College provides an on-line learning center where all students may access tutorials and many other resources to help them with their learning.

Service Learning
Service Learning is a teaching method that combines community service with classroom instruction, focusing on critical, reflective thinking as well as personal and civic responsibility. Service Learning programs involve students in activities that address local needs while developing their academic skills and commitment to their community. Through service learning, students can

- Develop critical thinking and problem solving skills
- Clarify personal values and dedication to degree program
- Explore career options
- Develop socially and personally
- Create connections to civic and community partners

The Center for Service Learning and Community Engagement strives to make service an integral part of students' educational experiences and endeavors to

- Place students in meaningful and educational service
- Offer opportunities for students, faculty, and staff to partner with community organizations
- Support students in service-learning activities and projects
- Integrate and link community service and academic study
- Support faculty who incorporate service learning into their teaching
- Provide the framework and methods to link service with the curriculum

For more information, please email SL@ChattahoocheeTech.edu.

Adult Education

Chattahoochee Technical College's Adult Education program focuses on those who lack necessary skills in reading, writing, math, or English language proficiency as well as on those who have not attained a high school diploma or GED. The Adult Education program has learning centers in most counties in the college's service area. All classes are offered free of charge and include a variety of services such as personal academic assessment; individualized instructional plans, and study labs in reading, writing, math, and English. Several learning centers are open days and evenings. *A schedule of programs available in each applicable county may be obtained by calling the Adult Education Office.*

The Adult Education program also offers employers, through contractual agreement with the college, programs that address specific employer needs, adult basic skills, GED preparation, and English Literacy for employees whose native language is not English. Classes are usually offered at the employer's site for employees only and are closed to the general public.

The ultimate goal of students in the Adult Education program is to attain the GED (General Education Development) diploma. Chattahoochee Technical College is designated as an official test center for administering the GED test. Multiple testing sites are located in the college's service area. Those who make satisfactory scores on this test will receive a GED diploma from the Technical College System of Georgia and will receive a $500 voucher if they choose to continue their education by enrolling in a HOPE-eligible institution.   *In order to attend GED classes or take the GED test, students should call the Adult Education Office to make an appointment to attend the required registration/orientation.*

APPLIED TECHNICAL MANAGEMENT

AAS – APPLIED TECHNICAL MANAGEMENT Degree   **AS33**

Program Purpose: A student who receives the AAS – Applied Technical Management degree must have graduated from or be eligible to graduate from a diploma program in a field appropriate to the degree area. The AAS program requires a minimum of 68 semester credit hours, to include a minimum of 15 credits in general education and 53 credits in occupational preparation. Students may be allowed to enter the Technical Management degree program if they've received a diploma in one of the following programs: Air Conditioning Technology, Auto Collision Repair, Cosmetology, Diesel Equipment Technology, Electrical Systems Technology, Motorcycle Service Technology, and Welding and Joining Technology. Students interested in this degree should contact the Dean of Technical Studies in order to develop a degree plan.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
       Successful completion of ENGL 1101 Composition and Rhetoric is required
           Other Area I courses include:
           ENGL 1102 – Literature and Composition
           SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3
       (Choose One of the Following)
       ECON 1101 – Principles of Economics
       ECON 2105 – Macroeconomics
       ECON 2106 – Microeconomics
       HIST 1111 – World History I
       HIST 1112 – World History II
       HIST 2111 – U.S. History I
       HIST 2112 – U.S. History II
       POLS 1101 – American Government
       PSYC 1101 – Introductory Psychology
       SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3

(Choose One of the Following)
      MATH 1101 – Mathematical Modeling
      MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
(Choose One of the Following)
      ARTS 1101 – Art Appreciation
      ENGL 2130 – American Literature
      HUMN 1101 – Humanities
      MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
      Completion of Diploma program required for this AAS program   37
      MGMT 1100 – Principles of Management   3
      MGMT 1105 – Organizational Behavior   3
      Choose One of the Following: 3
            ACCT 2140 – Legal Environment of Business
            MGMT 1110 – Employment Law
            MKTG 1130 – Business Regulations and Compliance
      ACCT 1100 – Financial Accounting I   4
      MGMT 2125 – Performance Management   3

Total Program Hours   **68**

ACCOUNTING

ACCOUNTING   **AC13**

Associate of Applied Science Degree

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

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
       Successful completion of ENGL 1101 Composition and Rhetoric is required
           Other Area I courses include:
           ENGL 1102 –Literature and Composition
           SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

       (Choose One of the Following)
       ECON 1101 – Principles of Economics
       ECON 2105 – Macroeconomics
       ECON 2106 – Microeconomics
       HIST 1111 – World History I
       HIST 1112 – World History II
       HIST 2111 – U.S. History I
       HIST 2112 – U.S. History II
       POLS 1101 – American Government
       PSYC 1101 – Introductory Psychology
       SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
       (Choose One of the Following)
MATH 1101 – Mathematical Modeling
       MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
      (Choose One of the Following)
      ARTS 1101 – Art Appreciation
      ENGL 2130 – American Literature
      HUMN 1101 – Humanities
      MUSC 1101 – Music Appreciation

General Education Core Requirement   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
      COMP 1000 – Introduction to Computers   3
      ACCT 1100 – Financial Accounting I   4
      ACCT 1105 – Financial Accounting II   4
      ACCT 1110 – Managerial Accounting   3
      ACCT 1115 – Computerized Accounting   3
      ACCT 1120 – Spreadsheet Applications   4
      ACCT 1125 – Individual Tax Accounting   3
      ACCT 1130 – Payroll Accounting   3
      BUSN 1440 – Document Production   4

      Choose 9 Hours from the following Accounting Electives:
            ACCT 2120 – Business Tax Accounting   3
            ACCT 2135 – Intro. to Governmental and Nonprofit Accounting   3
            ACCT 2145 – Personal Finance   3
            ACCT 2150 – Principles of Auditing   3
            ACCT 2155 – Principles of Fraud Examination   3

      Choose 9 Hours from the following Specific Occupational-Guided Electives:
            BUSN 1400 – Word Processing   4
            BUSN 1240 – Office Procedures   3
            MGMT 1100 – Principles of Management   3

            MGMT 1120 – Introduction to Business   3
            MGMT 1125 – Business Ethics   3

            MKTG 1100 – Principles of Marketing   3
            MKTG 1130 – Business Regulations and Compliance   3

Total Program Hours   **64**

ACCOUNTING   **AC12**
Diploma

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

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication
       ENGL 1010 – Fundamentals of English I   3

Area II: Social/Behavioral Sciences   2

       EMPL 1000 – Interpersonal Relations and Professional Development OR
       PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics   3
       MATH 1012 – Foundations of Mathematics

Occupational Courses
       COMP 1000 – Introduction to Computers   3
       ACCT 1100 – Financial Accounting I   4
       ACCT 1105 – Financial Accounting II   4
       ACCT 1115 – Computerized Accounting   3
       ACCT 1120 – Spreadsheet Applications   4
       ACCT 1125 – Individual Tax Accounting   3
       ACCT 1130 – Payroll Accounting   3
       BUSN 1440 – Document Production   4

       Choose 3 Hours from the following Accounting Electives:
          ACCT 1110 – Managerial Accounting   3
          ACCT 2120 – Business Tax Accounting   3
          ACCT 2135 – Intro. to Governmental and Nonprofit Accounting   3
          ACCT 2145 – Personal Finance   3
          ACCT 2150 – Principles of Auditing   3
          ACCT 2155 – Principles of Fraud Examination   3

       Choose 3 Hours from the following Specific Occupational-Guided Electives:

BUSN 1240 – Office Procedures	3
BUSN 1400 – Word Processing	4
MGMT 1100 – Principles of Management	3
MGMT 1120 – Introduction to Business	3
MGMT 1125 – Business Ethics	3
MKTG 1100 – Principles of Marketing	3
MKTG 1130 – Business Regulations and Compliance	3

Total Program Hours   **42**

COMPUTERIZED ACCOUNTING SPECIALIST   **CAY1**
Certificate

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.

Program Courses:	**Credits**
ACCT 1100 - Financial Accounting I	4
ACCT 1105 - Financial Accounting II	4
ACCT 1115 - Computerized Accounting	3
ACCT 1120 - Spreadsheet Applications	4
COMP 1000 - Introduction to Computers	3
Occupational Elective	3
Total Program Hours	**21**

PAYROLL ACCOUNTING SPECIALIST   **PA61**
Certificate

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.

Program Courses:	**Credits**
ACCT 1100 - Financial Accounting I	4
ACCT 1105 - Financial Accounting II	4
ACCT 1130 - Payroll Accounting	3
ACCT 1115 - Computerized Accounting	3
COMP 1000 - Introduction to Computers	3
Total Program Hours	**17**

TAX PREPARATION SPECIALIST   **TPS1**
Certificate

Program Description: The Tax Preparation Specialist technical certificate is designed to provide entry-level skills for tax preparers. Topics include: principles of accounting, tax accounting, business calculators, mathematics, and basic computer skills.

Program Courses:	**Credits**
ACCT 1100 - Financial Accounting I	4
ACCT 1125 - Individual Tax Accounting	3
ACCT 2120 - Business Tax Accounting	3
COMP 1000 - Introduction to Computers	3
Accounting Elective	3
Total Program Hours	**16**

AIR CONDITIONING TECHNOLOGY

AIR CONDITIONING TECHNOLOGY   **ACT2**
Diploma

Availability: Marietta Campus

Program Purpose: The Air Conditioning Technology program is a sequence of courses that prepare students for careers in the air conditioning industry. Learning opportunities develop academic, technical, 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.

Additional Requirements: Students are required to meet with their Program Advisor prior to their program start.

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
English 1010 – Fundamentals of English I	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development OR	
PSYC 1010 – Basic Psychology	
Area III: Natural Sciences/Mathematics	3
MATH 1012 – Foundations of Mathematics	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
AIRC 1005 – Refrigeration Fundamentals	4
AIRC 1010 – Refrigeration Principles and Practices	4
AIRC 1020 – Refrigeration Systems Components	4
AIRC 1030 – HVACR Electrical Fundamentals	4
AIRC 1040 – HVACR Electrical Motors	4
AIRC 1050 – HVACR Electrical Components and Controls	4
AIRC 1060 – Air Conditioning Systems Application and Installation	4
AIRC 1070 – Gas Heat	4
AIRC 1080 – Heat Pumps and Related Systems	4
AIRC 1090 – Troubleshooting Air Conditioning Systems	4
Total Program Hours	**51**

AUTOMOTIVE COLLISION REPAIR

AUTOMOTIVE COLLISION REPAIR   **ACR2**
Diploma

Availability: Appalachian Campus

Program Purpose: Automotive Collision Repair students have both classroom and hands-on experiences with damaged cars and trucks. Training includes techniques for straightening, repairing, replacing, and refinishing damaged vehicles. This course also includes glass and trim work related to the repair and replacement of sheet metal components along with spot and overall refinishing of the automobile. Chattahoochee Technical College provides fully equipped body repair and painting facilities.

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English I	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development OR	
PSYC 1010 – Basic Psychology	
Area III: Natural Sciences/Mathematics	3
MATH 1012 – Foundations of Mathematics	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
ACRP 1000 – Introduction to Auto Collision Repair	4
ACRP 1005 – Automobile Component Repair and Replacement	4
ACRP 1010 – Foundations of Collision Repair	5
ACRP 1015 – Fundamentals of Automotive Welding	4
ACRP 1018 – Mechanical and Electrical Systems	4

Complete One of the Following Specializations:

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

Major Collision Repair Specialization

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

Total Program Hours   **45-48**

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY **AT23**
Associate of Applied Science Degree

Availability: Marietta Campus

Program Purpose: The Automotive Technology associate of applied science degree program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology Associate of Applied Science degree, which qualifies them as entry-level automotive technicians.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication 3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
            Other Area I courses include:
            ENGL 1102 – Literature and Composition
            SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences 3
        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics 3
        (Choose One of the Following)
        MATH 1101 – Mathematical Modeling
        MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
        (Choose One of the Following)
        ARTS 1101 – Art Appreciation
        ENGL 2130 – American Literature
        HUMN 1101 – Humanities
        MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
        COMP 1000 – Introduction to Computers   3
        AUTT 1010 – Automotive Technology Introduction   2
        AUTT 1020 – Automotive Electrical Systems   7
        AUTT 1030 – Automotive Brake Systems   4
        AUTT 1040 – Automotive Engine Performance   7
        AUTT 1050 – Automotive Suspension and Steering Systems   4
        AUTT 1060 – Automotive Climate Control Systems   5
        AUTT 2010 – Automotive Engine Repair   6
        AUTT 2020 – Automotive Manual Drive Train and Axles   4
        AUTT 2030 – Automotive Automatic Transmissions and Transaxles   5

Choose one of the following: 3
        AUTT 1070 – Automotive Technology Internship
        AUTT 2100 – Automotive Alternative Fuel Vehicles
        WELD 1000 – Introduction to Welding Technology

Total Program Hours   65

AUTOMOTIVE FUNDAMENTALS **AF12**
Diploma

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

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English I	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations & Professional Development OR	
PSYC 1010 – Basic Psychology	
Area III: Natural Sciences/Mathematics	3
MATH 1012 – Foundations of Mathematics	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
AUTT 1010 – Automotive Technology Introduction	2
AUTT 1020 – Automotive Electrical Systems	7
AUTT 1030 – Automotive Brake Systems	4
AUTT 1040 – Automotive Engine Performance	7
AUTT 1050 – Automotive Suspension and Steering Systems	4
AUTT 1060 – Automotive Climate Control Systems	5
Choose one of the following:	3
AUTT 1070 – Automotive Technology Internship	
AUTT 2100 – Automotive Alternative Fuel Vehicles	
WELD 1000 – Introduction to Welding Technology	
Total Program Hours	**43**

BIOMEDICAL ENGINEERING TECHNOLOGY

BIOMEDICAL ENGINEERING TECHNOLOGY   **BET3**
Associate of Applied Science Degree

Program Courses:	**Credits**

General Education Core (Required Minimum: 27 Semester Credit Hours)

Area I: Language Arts/Communication	3

Successful completion of ENGL 1101 Composition and Rhetoric is required

        Other Area I courses include:
        ENGL 1102 – Literature and Composition
        SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences	3

        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics

MATH 1111 – College Algebra	3
MATH 1113 – Precalculus	3
MATH 1131 – Calculus I	4
PHYS 1111 – Introductory Physics I	3
PHYS 1111L – Introductory Physics Lab I	1
PHYS 1112 – Introductory Physics II	3
PHYS 1112L – Introductory Physics Lab II	1

                OR
    CHEM 1151 – Introduction to Chemistry I
    CHEM 1151L – Introduction to Chemistry Lab I

Area IV: Humanities/Fine Arts	3

        (Choose One of the Following)
        ARTS 1101 – Art Appreciation

ENGL 2130 – American Literature
HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

Occupational Courses

ENGT 1000 – Introduction to Engineering Technology	3
ALHS 1011 – Anatomy and Physiology	5
ECET 1101 – Circuit Analysis I	4
ECET 2101 – Circuit Analysis II	4
ECET 1210 – Networking Systems I	3
ECET 1110 – Digital Systems I	4
ECET 2110 – Digital Systems II	4
ECET 2120 – Electronic Circuits I	4
BMET 1231 – Medical Equipment Function and Operation I	4
BMET 2242 – Medical Equipment Function and Operation II	4
BMET 2343 – Internship Medical Systems	3
ENGT 2300 – Capstone Project	1

Total Program Hours   **70**

BUSINESS ADMINISTRATIVE TECHNOLOGY

BUSINESS ADMINISTRATIVE TECHNOLOGY   **BA23**
Associate of Applied Science Degree

Program Purpose: The Business Administration 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 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 Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
        Successful completion of ENGL 1101 Composition and Rhetoric is required

                Other Area I courses include:
                ENGL 1102 – Literature and Composition
                SPCH 1102 – Public Speaking

Area II: Social/Behavioral Sciences   3
                  (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology
Area III: Natural Sciences/Mathematics   3
        (Choose One of the Following)
        MATH 1101 – Mathematical Modeling
        MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
     (Choose One of the Following)
     ARTS 1101 – Art Appreciation
     ENGL 2130 – American Literature
     HUMN 1101 – Humanities
     MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
     COMP 1000 – Introduction to Computers   3
     ACCT 1100 – Financial Accounting I   4
     ACCT 1120 – Spreadsheet Applications   4
         OR
     BUSN 1410 – Spreadsheet Concepts & Applications
     BUSN 1190 – Digital Technologies in Business   2
     BUSN 1240 – Office Procedures   3
     BUSN 1400 – Word Processing Applications
     4(Remove blank line)   BUSN 1420 – Database Applications   4
     BUSN 1430 – Desktop Publishing and Presentation Applications   4
     BUSN 1440 – Document Production   4
     BUSN 2160 – Electronic Mail Applications   2
     BUSN 2190 – Business Document Proofreading and Editing   3
     BUSN 2210 – Applied Office Procedures   3
        MGMT 1100 – Principles of Management   3

     Choose 6 Hours from the following Occupational-Guided Electives:
        ACCT 1105 – Financial Accounting II   4
        ACCT 2145 – Personal Finance   3
        BUSN 1100 – Introduction to Keyboarding   3
(Remove the blank lines here)
        BUSN 1250 – Records Management   3

        MGMT 1125 – Business Ethics   3
        MKTG 1100 – Principles of Marketing   3

Total Program Hours   **64**

BUSINESS ADMINISTRATIVE TECHNOLOGY **BA22**
Diploma

Program Purpose: The Business Administrative 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 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 business administration and business technology. Graduates of the program receive a Business Administrative Technology diploma.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication 3

    ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences 2

    EMPL 1000 – Interpersonal Relations and Professional Development OR
    PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics 3

    MATH 1012 – Foundations of Mathematics

Occupational Courses
    COMP 1000 – Introduction to Computers 3
    ACCT 1100 – Financial Accounting I 4
    ACCT 1120 – Spreadsheet Applications 4
        OR
    BUSN 1410 – Spreadsheet Concepts & Applications
    BUSN 1190 – Digital Technologies in Business 2
    BUSN 1240 – Office Procedures 3
    BUSN 1400 – Word Processing Applications 4
        BUSN 1430 – Desktop Publishing and Presentation Applications 4
    BUSN 1440 – Document Production 4
    BUSN 2160 – Electronic Mail Applications 2
    BUSN 2190 – Business Document Proofreading and Editing 3
    BUSN 2210 – Applied Office Procedures 3

Choose 6 Hours from the following Occupational-Guided Electives:

ACCT 1105 – Financial Accounting II	4
ACCT 2145 – Personal Finance	3
BUSN 1100 – Introduction to Keyboarding	3
BUSN 1250 – Records Management	3
BUSN 1420 – Database Applications	4
MGMT 1100 – Principles of Management	3
MGMT 1120 – Introduction to Business	3
MGMT 1125 – Business Ethics	3
MKTG 1100 – Principles of Marketing	3

Total Program Hours   **50**

MICROSOFT OFFICE APPLICATION PROFESSIONAL   **MF41**
Certificate

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.

Program Courses:	**Credits**
BUSN 1400 - Word Processing Applications	4
ACCT 1120 – Spreadsheet Applications	4
OR	
BUSN 1410 - Spreadsheet Concepts and Applications	4
BUSN 1420 - Database Applications	4
BUSN 1430 - Desktop Publishing and Presentation Applications	4
BUSN Elective	3
COMP 1000 - Introduction to Computers	3
Total Program Hours	**22**

BUSINESS MANAGEMENT   MD13

BUSINESS MANAGEMENT
Associate of Applied Science Degree

Program Purpose: The Business Management associate degree program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Business Management associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action. Graduates of the program receive a Business Management Associate of Applied Science degree with a general management specialization.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
           Successful completion of ENGL 1101 Composition and Rhetoric is required

                   Other Area I courses include:
                   ENGL 1102 – Literature and Composition
                   SPCH 1101 – Public Speaking
Area II: Social/Behavioral Sciences   3

           (Choose One of the Following)
           ECON 1101 – Principles of Economics
           ECON 2105 – Macroeconomics
           ECON 2106 – Microeconomics
           HIST 1111 – World History I
           HIST 1112 – World History II
           HIST 2111 – U.S. History I
           HIST 2112 – U.S. History II
           POLS 1101 – American Government
           PSYC 1101 – Introductory Psychology
           SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3

           (Choose One of the Following)

           MATH 1101 – Mathematical Modeling
           MATH 1111 – College Algebra
Area IV: Humanities/Fine Arts   3
           (Choose One of the Following)

ARTS 1101 – Art Appreciation
ENGL 2130 – American Literature
HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
COMP 1000 – Introduction to Computers   3
ACCT 1100 – Financial Accounting I   4
MGMT 1100 – Principles of Management   3
(Remove blank lines)

MGMT 1105 – Organizational Behavior   3
MGMT 1115 – Leadership   3
MGMT 1120 – Introduction to Business   3
MGMT 1125 – Business Ethics   3
MGMT 2115 – Human Resource Management   3
MGMT 2125 – Performance Management   3
MGMT 2215 – Team Project   3
MKTG 1130 – Business Regulations and Compliance   3

Choose 12 Hours from the Following Management Electives:
MGMT 2120 – Labor Management Relations   3
MGMT 2130 – Employee Training and Development   3
MGMT 2135 – Management Communications   3
MGMT 2140 – Retail Management   3
MGMT 2145 – Business Plan Development   3
MGMT 2150 – Small Business Management   3

MGMT 2210 – Project Management   3

Choose 3 Hours from the Following Occupational-Guided Electives:

ACCT 1120 – Spreadsheet Applications   4
        OR
BUSN 1410 – Spreadsheet Concepts & Applications
BUSN 1430 – Desktop Publishing & Presentation Apps.   4
MKTG 1100 – Principles of Marketing   3

MKTG 1280 – Intro. To Sports & Recreation Management   3

Total Program Hours   **64**

BUSINESS MANAGEMENT   **MD12**
Diploma

Program Purpose: The Business Management program prepares experienced workers entry into management or supervisory occupations in a variety of businesses and industries. The Business Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a Business Management diploma.

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English I	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development OR	
PSYC 1010 – Basic Psychology	
Area III: Natural Sciences/Mathematics	3
MATH 1101 – Business Mathematics OR	
MATH 1012 – Foundations of Mathematics	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
ACCT 1100 – Financial Accounting I	4
MGMT 1100 – Principles of Management	3
MGMT 1105 – Organizational Behavior	3
MGMT 1115 – Leadership	3
MGMT 1120 – Introduction to Business	3
MGMT 1125 – Business Ethics	3
MGMT 2115 – Human Resource Management	3
MGMT 2125 – Performance Management	3
MGMT 2215 – Team Project	3
MKTG 1130 – Business Regulations and Compliance	3

Choose 6 Hours from the Following Occupational-Guided Electives:

ACCT 1120 – Spreadsheet Applications	4
OR	
BUSN 1410 – Spreadsheet Concepts & Applications	
BUSN 1430 – Desktop Publishing & Presentation Apps.	4
MGMT 2120 – Labor Management Relations	3
MGMT 2130 – Employee Training and Development	3
MGMT 2135 – Management Communications	3
MGMT 2140 – Retail Management	3
MGMT 2145 – Business Plan Development	3
MGMT 2150 – Small Business Management	3
MGMT 2210 – Project Management	3
MKTG 1100 – Principles of Marketing	3
MKTG 1280 – Intro to Sports & Recreation Management	3

Total Program Hours   **48**

COMMERCIAL TRUCK DRIVING

COMMERCIAL TRUCK DRIVING   **CT61**
Certificate

Availability: North Metro Campus

Program Purpose: The purpose of the Commercial Truck Driving certificate program is to prepare students for careers in commercial truck driving. The program emphasizes specialized training in fundamentals of CTD, basic CTD operation, advanced CTD operation and a CTD internship with a company to provide advanced training, which focuses on developing driving skills.

Admission Requirements: For Regular Admission, an applicant must be at least 18 years of age*; complete an application; pay the application fee; and achieve the appropriate scores on the placement test.

*The Commercial Truck Driving program prefers applicants to be 21 years of age or older. Students 18 to 20 years of age may operate a commercial truck only in the State of Georgia, and therefore, may have limited employment opportunities. Therefore, students under 21 must meet with the Director of Admissions and complete an acknowledgment form stating that they understand the restrictions on employment and training opportunities in the trucking industry.

Additionally, students must:
- Obtain a 7-year Motor Vehicle Report (MVR) from the State of Georgia Highway Patrol
- Have a valid driver's license and have no more than 8 points (or 5 points in one year) or 4 moving violations on the Georgia Violator Scale
- Not have any DUI violations in the last 7 years
- Successfully pass a NIDA 5 drug screen after NMTC receives the MVR
- Pass the Department of Transportation (DOT) physical examination

The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the TCC courses. All TCCs offered at the college require a minimum of appropriate certificate/diploma placement test scores OR completion of any required learning support courses through the 0097 level.

Program Courses: **Credits**

CTDL 1010 – Fundamentals of Commercial Driving   3
CTDL 1020 – Combination Vehicle Basic Operation and Range Work   3
Choose one of the following: 3
        CTDL 1030 – Combination Vehicle Advanced Operations
        CTDL 1040 – Commercial Driving Internship

Total Program Hours   **9**

COMPUTER INFORMATION SYSTEMS

CIS COMPUTER PROGRAMMING   **CP23**
Associate of Applied Science Degree

Availability: Marietta and North Metro Campuses

Program Purpose: The Computer Information Systems – Computer Programming associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking.   Program graduates receive a Computer Information Systems – Computer Programming Associate of Applied Science degree and are qualified for employment as computer programmers.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
      Successful completion of ENGL 1101 Composition and Rhetoric is required
          Other Area I courses include:
          ENGL 1102 – Literature and Composition
          SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

      (Choose One of the Following)
      ECON 1101 – Principles of Economics
      ECON 2105 – Macroeconomics
      ECON 2106 – Microeconomics
      HIST 1111 – World History I
      HIST 1112 – World History II
      HIST 2111 – U.S. History I
      HIST 2112 – U.S. History II
      POLS 1101 – American Government
      PSYC 1101 – Introductory Psychology
      SOCI 1101 – Introduction to Sociology
Area III: Natural Sciences/Mathematics   3

      MATH 1111 – College Algebra
      Other Area III courses include:
          MATH 1127 – Statistics

MATH 1113 - Precalculus

Area IV: Humanities/Fine Arts   3
     (Choose One of the Following)
     ARTS 1101 – Art Appreciation
     ENGL 2130 – American Literature
     HUMN 1101 – Humanities
     MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses

Course	Hours
COMP 1000 – Introduction to Computers	3
ACCT 1100 – Financial Accounting I	4
CIST 1001 – Computer Concepts	4
CIST 1220 – Structured Query Language (SQL)	4
CIST 1305 – Program Design and Development	3
CIST 1510 – Web Development I	3
CIST 1601 – Security Fundamentals	3
CIST 2371 – Java Programming I	4
CIST 2372 – Java Programming II	4
CIST 2373 – Java Programming III	4
CIST 2921 – IT Analysis, Design, and Project Management	4

Select two of the following courses: 8
     CIST 2341 – C# Programming I
     CIST 2342 – C# Programming II
     CIST 2351 – PHP Programming I
     CIST 2352 – PHP Programming II
     CIST 2381 – Mobile Application Development
     CIST 2580 – Interactive and Social Applications Integration

     CIST 2931 – Advanced Systems Project   4
            OR
     CIST 2991 – CIST Internship I   3

Total Program Hours   **66-67**

CIS NETWORKING SPECIALIST   **NS13**
Associate of Applied Science Degree

<u>Availability:</u> Marietta and North Metro Campuses

<u>Program Purpose:</u> The Computer Information Systems - Networking Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive a Computer Information Systems - Networking Specialist Associate of Applied Science degree and are qualified for employment as networking specialists.

Program Courses:	**Credits**

General Core Courses

Area I: Language Arts/Communication	3

       Successful completion of ENGL 1101 Composition and Rhetoric is required
              Other Area I courses include:
              ENGL 1102 – Literature and Composition
              SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences	3

       (Choose One of the Following)
       ECON 1101 – Principles of Economics
       ECON 2105 – Macroeconomics
       ECON 2106 – Microeconomics
       HIST 1111 – World History I
       HIST 1112 – World History II
       HIST 2111 – U.S. History I
       HIST 2112 – U.S. History II
       POLS 1101 – American Government
       PSYC 1101 – Introductory Psychology
       SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics	3

       MATH 1111 – College Algebra
       Other Area III courses include:
             MATH 1127 – Statistics
             MATH 1113 - Precalculus

Area IV: Humanities/Fine Arts	3

       (Choose One of the Following)

ARTS 1101 – Art Appreciation
ENGL 2130 – American Literature
HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses COMP 1000 – Introduction to Computers   3
        CIST 1001 – Computer Concepts   4
        CIST 1122 – Hardware Installation and Maintenance   4
        CIST 1130 – Operating Systems Concepts   3
        CIST 1401 – Network Fundamentals   4

        CIST 1601 – Information Security Fundamentals   3

Complete Two of the Following Specializations:

Linux/UNIX Specialization
        CIST 2431 – UNIX/Linux Introduction   4
        CIST 2432 – UNIX/Linux Server   4
        CIST 2433 – UNIX/Linux Advanced Server   4
        CIST 2434 – UNIX/Linux Scripting   4

Microsoft Specialization
        CIST 2411 – Microsoft Client   4
        CIST 2412 – Microsoft Server Administration   4
        CIST 2414 – Windows Server Administrator   4
        CIST 2413 – Microsoft Server Infrastructure   4

Cisco Exploration Specialization

        CIST 2451 – Cisco Network Fundamentals   4
        CIST 2452 – Cisco Routing Protocols and Concepts   4
        CIST 2453 – LAN Switching/Wireless   4
        CIST 2454 – CISCO Accessing the WAN   4

Total Program Hours   **68**

CIS INTERNET SPECIALIST - WEBSITE DESIGN   **IS53**
Associate of Applied Science Degree

<u>Availability:</u> Marietta Campus

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

Program Courses:	**Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)

Area I: Language Arts/Communication   3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
                Other Area I courses include:
                ENGL 1102 – Literature and Composition
                SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3
                (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
        MATH 1111 – College Algebra
        Other Area III courses include:
                MATH 1127 – Statistics
                MATH 1113 - Precalculus

Area IV: Humanities/Fine Arts   3
        (Choose One of the Following)

ARTS 1101 – Art Appreciation
ENGL 2130 – American Literature
HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses

COMP 1000 – Introduction to Computers	3
CIST 1001 – Computer Concepts	4
CIST 1305 – Program Design and Development	3
CIST 1510 – Web Development I	3
CIST 1520 – Scripting Technologies	3
CIST 1530 – Web Graphics I	3
CIST 1540 – Web Animation I	3
CIST 1220 – Structured Query Language (SQL)	4
CIST 1601 – Information Security Fundamentals	3
CIST 2510 – Web Technologies	3
CIST 2541 – Web Animation II	
CIST 2550 – Web Development II	3
CIST 2921 – IT Analysis, Design, and Project Management	4

Choose One of the Following Programming Courses: 4
        CIST 2341 – C# Programming I
CIST 2351 – PHP Programming I
CIST 2371 – Java Programming I
CIST 2580 – Interactive and Social Apps Integration

Choose One of the Following: 3
CIST 2950 – Web Systems Project (Capstone)
CIST 2991 – CIST Internship I

Total Program Hours   **64**

CIS INFORMATION SECURITY SPECIALIST   **IS23**
Associate of Applied Science Degree

Availability: Marietta and North Metro Campuses

Program Purpose: The Computer Information Systems associate degree program is designed to provide students with an understanding of the concepts, principles, and techniques required in the field of computer information systems. Program graduates receive a Computer Information Systems Information Security Specialist Associate of Applied Science degree and are qualified for employment as Information Security specialists.

Program Courses: **Credits**
General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
          Successful completion of ENGL 1101 Composition and Rhetoric is required
                    Other Area I courses include:
                    ENGL 1102 – Literature and Composition
                    SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

          (Choose One of the Following)
          ECON 1101 – Principles of Economics
          ECON 2105 – Macroeconomics
          ECON 2106 – Microeconomics
          HIST 1111 – World History I
          HIST 1112 – World History II
          HIST 2111 – U.S. History I
          HIST 2112 – U.S. History II
          POLS 1101 – American Government
          PSYC 1101 – Introductory Psychology
          SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
          MATH 1111 – College Algebra
          Other Area III courses include:
                    MATH 1127 – Statistics
                    MATH 1113 - Precalculus
Area IV: Humanities/Fine Arts   3
          (Choose One of the Following)
          ARTS 1101 – Art Appreciation
          ENGL 2130 – American Literature
          HUMN 1101 – Humanities
          MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
     COMP 1000 – Introduction to Computers   3
     CIST 1001 – Computer Concepts   4
     CIST 1122 – Hardware Installation and Maintenance   4
     CIST 1601S – Information Security Fundamentals   3
     CIST 1602S – Security Policies and Procedures   3
     CIST 1401 – Computer Networking Fundamentals   4

     CIST 2601 – Implementing Operating Systems Security   4
     CIST 2602 – Network Security   4
     CIST 2611 – Implementing Internet/Intranet Firewalls   4
     CIST 2612 – Computer Forensics   4

     CIST 2451 – Cisco Network Fundamentals   4
     CIST 2452 – Cisco Routing Protocols & Concepts   4
     CIST 2453 – LAN Switching/ Wireless   4
     CIST 2454 – CISCO Accessing the WAN   4

Total Program Hours   **68**

INTERNET SPECIALIST-WEB APPLICATION DEVELOPMENT **IS43**
Associate of Applied Science Degree

Program Purpose: The Computer Information Systems Internet Specialist Web Applications and Services Development 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 E -Commerce web programmers.

Program Courses: **Credits**

General Education Core
Area I: Language Arts/Communication 3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
        Other Area I courses include:
            ENGL 1102 – Literature and Composition
            SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences 3
        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics 3
        MATH 1111 – College Algebra
        Other Area III courses include:
            MATH 1127 – Statistics
            MATH 1113 - Precalculus

Area IV: Humanities/Fine Arts 3
        (Choose One of the Following)
        ARTS 1101 – Art Appreciation
        ENGL 2130 – American Literature
        HUMN 1101 – Humanities
        MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses

Course	Credits
COMP 1000 – Introduction to Computers	3
CIST 1001 – Computer Concepts	4
CIST 1305 – Program Design and Development	3
CIST 1510 – Web Development I	3
CIST 1520 – Scripting Technologies	3
CIST 1220 – Structured Query Language (SQL)	4
CIST 1601 – Information Security Fundamentals	3
CIST 2550 – Web Development II	3
CIST 2580 – Interactive and Social Apps Integration	4
CIST 2921 – IT Analysis, Design, and Project Management	4

Choose one of the following courses:

Course	Credits
CIST 2950 – Web Systems Project (Capstone)	3
CIST 2991 – CIST Internship I	3

Complete One of the Following Groups:

Php Web Applications

Course	Credits
CIST 2351 – PHP Programming I	4
CIST 2352 – PHP Programming II	4
CIST xxxx – Choose one of the following	4

      CIST 2371 - Java Programming I
      CIST 2341 – C# Programming I

Java Enterprise Apps

Course	Credits
CIST 2371 – Java Programming I	4
CIST 2372 – Java Programming II	4
CIST 2373 – Java Programming III	4

C#.Net Web Apps

Course	Credits
CIST 2341 – C# Programming I	4
CIST 2342 – C# Programming II	4
CIST 2343 – C# Programming III	4

Total Program Hours   **64**

CIS COMPUTER PROGRAMMING **CP24**
Diploma

Availability: Marietta and North Metro Campuses

Program Purpose: The Computer Information Systems – Computer Programming diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive a Computer Information System – Computer Programming diploma and are qualified for employment as computer programmers.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication 3

ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences 2
EMPL 1000 – Interpersonal Relations and Professional Development

Area III: Natural Sciences/Mathematics 3
MATH 1013 – Algebraic Concepts

Occupational Courses
COMP 1000 – Introduction to Computers 3
CIST 1001 – Computer Concepts 4
CIST 1305 – Program Design and Development 3
CIST 1510 – Web Development I 3

CIST 1220 – Structured Query Language (SQL) 4
CIST 1601 – Security Fundamentals 3

CIST 2371 – Java Programming I 4
CIST 2372 – Java Programming II 4
CIST 2373 – Java Programming III 4
CIST 2921 – IT Analysis, Design, and Project Management 4
CIST 2931 – Advanced Systems Project (Capstone) 4

Select one of the following:

        CIST 2341 – C# Programming I

        CIST 2351 – PHP Programming I

        CIST 2381 – Mobile Application Development

        CIST 2580 – Interactive and Social Applications Integration

Total Program Hours   **52**

CIS NETWORKING SPECIALIST   **NS14**
Diploma

Availability: Marietta and North Metro Campuses

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

Program Courses:	**Credits**

Basic Skills (General Core) Courses

Area I: Language Arts/Communication	3

       ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development	

Area III: Natural Sciences/Mathematics	3
MATH 1013 – Algebraic Concepts	

Occupational CoursesCOMP 1000 – Introduction to Computers	3
CIST 1001 – Computer Concepts	4
CIST 1122 – Hardware Installation and Maintenance	4
CIST 1130 – Operating Systems Concepts	3
CIST 1401 – Network Fundamentals	4
CIST 1601 – Information Security Fundamentals	3

Complete Two of the Following Specializations:

Linux/UNIX Specialization

CIST 2431 – UNIX/Linux Introduction	4
CIST 2432 – UNIX/Linux Server	4
CIST 2433 – UNIX/Linux Advanced Server	4
CIST 2434 – UNIX/Linux Scripting	4

Microsoft Specialization

CIST 2411 – Microsoft Client	4
CIST 2412 – Microsoft Server Administration	4
CIST 2414 – Windows Server Administrator	4
CIST 2413 – Microsoft Server Infrastructure	4

Cisco Exploration Specialization

        CIST 2451 – Cisco Network Fundamentals   4

    CIST 2452 – Cisco Routing Protocols and Concepts   4
    CIST 2453 – LAN Switching/Wireless   4
    CIST 2454 – CISCO Accessing the WAN   4

Total Program Hours   **61**

CIS INTERNET SPECIALIST - WEBSITE DESIGN **IS64**
Diploma

Availability: Marietta Campus

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

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication 3

       ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences 2
          EMPL 1000 – Interpersonal Relations and Professional Development

Area III: Natural Sciences/Mathematics 3
       MATH 1013 – Algebraic Concepts

Occupational Courses
       COMP 1000 – Introduction to Computers 3
       CIST 1001 – Computer Concepts 4

       CIST 1305 – Program Design and Development 3
       CIST 1510 – Web Development I 3
       CIST 1520 – Scripting Technologies 3
       CIST 1530 – Web Graphics I 3
       CIST 1540 – Web Animation I 3
       CIST 1220 – Structured Query Language (SQL) 4
       CIST 1601 – Information Security Fundamentals 3
       CIST 2510 – Web Technologies 3
       CIST 2541 – Web Animation II 3

       CIST 2550 – Web Development II 3
       CIST 2921 – IT Analysis, Design, and Project Management 4

       Choose One of the Following Programming Courses: 4

CIST 2341 – C# Programming I
CIST 2351 – PHP Programming I
CIST 2371 – Java Programming I
CIST 2580 – Interactive and Social Apps Integration

Total Program Hours   **54**

CIS INFORMATION SECURITY SPECIALIST   **IS12**
Diploma

Availability: Marietta and North Metro Campuses

Program Purpose: The Computer Information Systems diploma program is designed to provide students with an understanding of the concepts, principles, and techniques required in the field of computer information systems. Program graduates receive a Computer Information Systems Information Security diploma and are qualified for employment as Information Security specialists.

Program Courses:	**Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication   3

      ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   2
        EMPL 1000 – Interpersonal Relations and Professional Development

Area III: Natural Sciences/Mathematics   3
      MATH 1013 – Algebraic Concepts

Occupational Courses
      COMP 1000 – Introduction to Computers   3
      CIST 1001 – Computer Concepts   4
      CIST 1122 – Hardware Installation and Maintenance   4
      CIST 1401 – Computer Networking Fundamentals   4

      CIST 1601S – Information Security Fundamentals   3
      CIST 1602S – Security Policies and Procedures   3

      CIST 2601 – Implementing Operating Systems Security   4
      CIST 2602 – Network Security   4
      CIST 2611 – Implementing Internet/Intranet Firewalls   4
      CIST 2612 – Computer Forensics   4

      CIST 2451 – Cisco Network Fundamentals   4
      CIST 2452 – Cisco Routing Protocols & Concepts   4
      CIST 2453 – LAN Switching/Wireless   4
      CIST 2454 – CISCO Accessing the WAN (Optional Course, Completes Cisco Track)

Total Program Hours   **55**

INTERNET SPECIALIST-WEB APPLICATION DEVELOPMENT   **IS42**
Diploma

<u>Availability:</u> Marietta Campus

<u>Program Purpose:</u> The Computer Information Systems Internet Specialist Web Applications and Services Development 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 E-Commerce web programmers.

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English I	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development	
Area III: Natural Sciences/Mathematics	3
MATH 1013 – Algebraic Concepts	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
CIST 1001 – Computer Concepts	4
CIST 1305 – Program Design and Development	3
CIST 1510 – Web Development I	3
CIST 1520 – Scripting Technologies	3
CIST 1220 – Structured Query Language (SQL)	4
CIST 1601 – Information Security Fundamentals	3
CIST 2550 – Web Development II	3
CIST 2580 – Interactive and Social Apps Integration	4
CIST 2921 – IT Analysis, Design, and Project Management	4
Complete One of the Following Groups:	
Php Web Applications	
CIST 2351 – PHP Programming I	4
CIST 2352 – PHP Programming II	4
Choose one of the following	4
CIST 2371 – Java Programming I	
CIST 2341 – C# Programming I	
Java Enterprise Apps	
CIST 2371 – Java Programming I	4

CIST 2372 – Java Programming II	4
CIST 2373 – Java Programming III	4

C#.Net Web Apps

CIST 2341 – C# Programming I	4
CIST 2342 – C# Programming II	4
CIST 2343 – C# Programming III	4

Total Program Hours   **54**

CISCO NETWORK SPECIALIST   **CN71**
Certificate

Program Purpose: 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.

Program Courses: **Credits**

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

Total Program Hours   **16**

CompTIA A+ CERTIFIED TECHNICIAL PREPARATION **CA71**
Certificate

Availability: Marietta and North Metro Campuses

Program Purpose: The CompTIA A+ Certified Technician Preparation technical certificate of credit program has been designed to provide experienced computer users with the skills and knowledge necessary to pass the Comp TIA A+ Certified Professional certification exams.

The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the TCC courses.   All TCCs offered at the college require a minimum of appropriate certificate/diploma placement test scores OR completion of any required learning support courses through the 0097 level.

Program Courses:	**Credits**
COMP 1000 – Introduction to Computers	3
CIST 1001 – Computer Concepts	4
CIST 1305 – Program Design and Development	3
CIST 1122 – Hardware Installation & Maintenance	4
Select one of the following:	4
CIST 1401 – Computer Networking Fundamentals	
CIST 2122 –A+ Preparation	
Total Program Hours	**18**

INFORMATION SECURITY SPECIALIST   **IS81**
Certificate

Program Purpose: The Information Security Specialist certificate is designed to give students the knowledge they need to understand and maintain computer information systems security.

Program Courses: **Credits**

        CIST 1601 – Information Security Fundamentals   3
        CIST 1602 – Security Policies and Procedures   3
        CIST 2601 – Implementing Operating Systems Security   4
        CIST 2602 – Network Security   4
        CIST 2611 – Implementing Internet/Intranet Firewalls   4
        CIST 2612 – Computer Forensics   4

Total Program Hours   **22**

MICROSOFT NETWORKING SERVICE TECHNICIAN   **MN21**
Certificate

Availability: Marietta and North Metro Campuses

Program Purpose: The Microsoft Core Preparation certificate program is designed to prepare students to take the Microsoft Core Certification exams in MS Windows Professional, MS Windows Server, MS Windows Active Directory and MS Windows Network Infrastructure, thus preparing them for jobs in this area. The program emphasizes a combination of theory and practical application for successful employment and certification.
The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the TCC courses. All TCCs offered at the college require a minimum of appropriate certificate/diploma placement test scores OR completion of any required learning support courses through the 0097 level.

Program Courses:	**Credits**
CIST 2411 – Microsoft Client	4
CIST 2412 – Microsoft Server Administration	4
CIST 2413 – Microsoft Server Directory Services	4
CIST 2414 – Microsoft Server Infrastructure	4
Total Program Hours	**16**

WEB APPLICATION DEVELOPER   **IB71**
Certificate

Program Purpose: The Web Application and Services Developer Certificate teach students to develop web sites which include front end scripting and back end server programs. This training includes both Microsoft based and open source web programming techniques. In addition, students learn to provide interactivity to databases and web services. The purpose of this certificate is to provide training opportunities for persons already either employed in the IT industry or have already have IT training to upgrade their skill with advanced courses and skills.

Program Courses: **Credits**

Occupational Courses
      CIST 1305 – Program Design and Development   3
      CIST 1510 – Web Development I   3
      CIST 1520 – Scripting Technologies   3
      CIST 1220 – Structured Query Language (SQL)   4
      CIST 1601 – Information Security Fundamentals   3
      CIST 2510 – Web Technologies   3
      CIST 2580 – Interactive and Social Apps Integration   4

Complete One of the Following Groups:
      Php Web Applications
            CIST 2351 – PHP Programming I   4
            CIST 2352 – PHP Programming II   4
            CIST xxxx – Choose one of the following   4
                  CIST 2371 – Java Programming I
                  CIST 2341 – C# Programming I

      Java Enterprise Apps
            CIST 2371 – Java Programming I   4
            CIST 2372 – Java Programming II   4
            CIST 2373 – Java Programming III   4

      C#.Net Web Apps
            CIST 2341 – C# Programming I   4
            CIST 2342 – C# Programming II   4
            CIST 2343 – C# Programming III   4

Total Program Hours   **35**

WEB SITE DEVELOPER   **ISE1**
Certificate

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

Program Courses: **Credits**

Occupational Courses
          CIST 1305 – Program Design and Development   3
          CIST 1510 – Web Development I   3
          CIST 1520 – Scripting Technologies   3
          CIST 1530 – Web Graphics I   3
          CIST 1540 – Web Animation I   3
          CIST 1220 – Structured Query Language (SQL)   4
          CIST 1601 – Information Security Fundamentals   3
          CIST 2510 – Web Technologies   3
          CIST 2541 – Web Animation II   3
          CIST 2550 – Web Development II   3

          Choose One of the Following Programming Courses: 4
                    CIST 2351 – PHP Programming I
                    CIST 2341 – C# Programming I
                    CIST 2580 – Interactive and Social Applications Integration

Total Program Hours   **35**

COSMETOLOGY

COSMETOLOGY   **CO12**
Diploma

Program Purpose: 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. Upon completion of required core classes, the program emphasizes specialized training in theory; safety; sanitation; state laws, rules and regulations; chemistry; anatomy and physiology; skin and nail care; hair coloring; reception; lab and salon management. The curriculum meets licensing requirements of the State of Georgia Board of Cosmetology. Program graduates receive a diploma. After examination and receipt of a Master Cosmetologist license, graduates are employable as cosmetologists, salon owners or managers, estheticians, nail technicians, platform artists or industry sales representatives.

Program Length: A fulltime student who has successfully completed all pre-requisite courses with a C or better and who has been admitted into the Cosmetology program can complete the Cosmetology Diploma in three semesters.

Additional Admission Requirements: Transfer courses must have been completed within the last five years.

Program Courses: **Credits**

Cosmetology students are required to take the following courses and earn a grade of C or better before they will be registered for cosmetology classes:

Basic Skills (General Core) Courses
Area I: Language Arts/Communication   3
       ENGL 1010 – Fundamentals of English

Area II: Social/Behavioral Sciences   2

       EMPL 1000 – Interpersonal Relations and Professional Development OR
       PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics   3

       MATH 1012 – Foundations of Mathematics

Students must earn a final grade of C or better in each Cosmetology course in order to be eligible to sit for the state license exam.

Occupational Courses

COMP 1000 – Introduction to Computers	3
COSM 1000 – Introduction to Cosmetology Theory	4
COSM 1010 – Chemical Texture Services	3
COSM 1020 – Hair Care and Treatment	2
COSM 1030 – Haircutting Version 3	3
COSM 1040 – Styling	3
COSM 1050 – Hair Color	3
COSM 1060 – Fundamentals of Skin Care	3
COSM 1070 – Nail Care and Advanced Techniques	3
COSM 1080 – Cosmetology Practicum I	4
COSM 1090 – Cosmetology Practicum II	4
COSM 1100 – Cosmetology Practicum III	4
COSM 1110 – Cosmetology Practicum IV	4
COSM 1120 – Salon Management	3

Total Program Hours   **54**

CRIMINAL JUSTICE TECHNOLOGY

CRIMINAL JUSTICE TECHNOLOGY   **CJT3**
Associate of Applied Science Degree

Program Purpose: The associate of applied science degree in Criminal Justice Technology is a sequence of courses that prepares students to become law enforcement professionals. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of law enforcement theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology Associate of Applied Science degree. Graduates who are currently working in the criminal justice field will enhance career potential. Persons entering the criminal justice field will be prepared to pursue diverse opportunities in law enforcement, corrections, security, investigation, and public protection.

Program Requirements: Field internships are an integral part of the criminal justice program. Intern/practicum sites may require prospective interns to complete an extensive background investigation questionnaire, submit to a criminal records check, and/or participate in drug screening. Failure to meet the requirements of these internship/practicum sites may prevent completion of the program. Students should consult the licensing or certification board corresponding to their intended occupations for more details. Successful completion of the program of study does not guarantee certification, licensure, or employment.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)

Area I: Language Arts/Communication   3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
        Other Area I courses include:
                ENGL 1102 – Literature and Composition
                SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government

PSYC 1101 – Introductory Psychology
SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
     (Choose One of the Following)
     MATH 1101 – Mathematical Modeling
     MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
     (Choose One of the Following)
     ARTS 1101 – Art Appreciation
     ENGL 2130 – American Literature
     HUMN 1101 – Humanities
     MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses

Course	Hours
COMP 1000 – Introduction to Computers	3
CRJU 1010 – Introduction to Criminal Justice	3
CRJU 1030 – Corrections	3
CRJU 1040 – Principles of Law Enforcement	3
CRJU 1068 – Criminal Law for Criminal Justice	3
CRJU 1400 – Ethics and Cultural Perspectives 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

Occupational Electives: Select Five (5) Courses, Minimum of 15 hours

Course	Hours
CRJU 1043 – Probation and Parole	3
CRJU 1050 – Police Patrol Operations	3
CRJU 1052 – Criminal Justice Administration	3
CRJU 1062 – Methods of Criminal Investigation	3
CRJU 1065 – Community-Oriented Policing	3
CRJU 2060 – Criminology	3
CRJU 2110 – Homeland Security	3
FOSC 2037 – Victimology	3

Total Program Hours   **60**

CRIMINAL JUSTICE TECHNOLOGY   **CJT2**
Diploma

Program Purpose: The Criminal Justice Technology diploma program provides academic foundations in communications, mathematics, and human relations as well as occupational fundamentals. Program graduates are knowledgeable in the areas of constitutional and criminal law, law enforcement, criminal justice, corrections, and juvenile justice. Graduates are well prepared for careers in private security, corrections, and public protection.

Admission Requirements: Field internships are an integral part of the criminal justice program. In-tern/practicum sites may require prospective interns to complete an extensive background investigation questionnaire, submit to a criminal records check, and/or participate in drug screening. Failure to meet the requirements of these internship/practicum sites may prevent completion of the program. Students are reminded that licensing and certification boards for program-related occupations may deny, suspend or revoke a license or certification if an applicant has a criminal history or is convicted, pleads guilty or *nolo contendere* to a felony or other crime. Students should consult the licensing or certification board corresponding to their intended occupations for more details. Successful completion of the program of study does not guarantee certification, licensure, or employment.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication   3
          ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   3
          EMPL 1000 – Interpersonal Relations and Professional Development OR
          PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics   3

          MATH 1012- Foundations of Mathematics

Occupational Courses
          COMP 1000 – Introduction to Computers   3
          CRJU 1010 – Introduction to Criminal Justice   3
          CRJU 1030 – Corrections   3
          CRJU 1040 – Principles of Law Enforcement   3
          CRJU 1068 – Criminal Law for Criminal Justice   3
          CRJU 1400 – Ethics and Cultural Perspectives 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

Occupational Electives: Select Three (3) Courses, Minimum of 9 hours

CRJU 1043 – Probation and Parole	3
CRJU 1050 – Police Patrol Operations	3
CRJU 1052 – Criminal Justice Administration	3
CRJU 1062 – Methods of Criminal Investigation	3
CRJU 1065 – Community-Oriented Policing	3
CRJU 2060 – Criminology	3
CRJU 2110 – Homeland Security	3
FOSC 2037 – Victimology	3

Total Program Hours **48**

CULINARY ARTS

CULINARY ARTS   **CA43**
Associate of Applied Science Degree

Availability: Mountain View Campus

Program Purpose: The Culinary Arts associate of applied science degree program prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts Associate of Applied Science degree. Graduates who are current practitioners will benefit through enhancement of career potential. Those entering the culinary arts field will be prepared to pursue diverse opportunities as cooks, bakers, or caterers/culinary managers.

Admission Requirements: Students must successfully complete English and Math courses prior to enrolling in occupational course. Completed medical release form is required. Full culinary uniform is required.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)

Area I: Language Arts/Communication   3

       Successful completion of ENGL 1101 Composition and Rhetoric is required

              Other Area I courses include:

              ENGL 1102 – Literature and Composition

              SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

       (Choose One of the Following)

       ECON 1101 – Principles of Economics

       ECON 2105 – Macroeconomics

       ECON 2106 – Microeconomics

       HIST 1111 – World History I

       HIST 1112 – World History II

       HIST 2111 – U.S. History I

       HIST 2112 – U.S. History II

       POLS 1101 – American Government

       PSYC 1101 – Introductory Psychology

       SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3

(Choose One of the Following)
MATH 1101 – Mathematical Modeling
MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
(Choose One of the Following)
ARTS 1101 – Art Appreciation
ENGL 2130 – American Literature
HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
COMP 1000 – Introduction to Computers   3
CUUL 1000 – Fundamentals of Culinary Arts   4
CUUL 1110 – Culinary Safety and Sanitation   4
CUUL 1120 – Principles of Cooking   4
CUUL 1129 – Fundamentals of Restaurant Operations   4
CUUL 1220 – Baking Principles   4
CUUL 1320 – Garde Manger   4
CUUL 1370 – Culinary Nutrition and Menu Development   4
CUUL 2130 – Culinary Practicum and Leadership   6
CUUL 2160 – Contemporary Cuisine I   4
 Electives: 6
Choose two of the following:
MGMT 1100 – Principles of Management   3
MGMT 1125 – Business Ethics   3
MGMT 2150 – Small Business Management   3
MGMT 2210 – Project Management   3

Total Program Hours   **62**

CULINARY ARTS CA44
Diploma

Availability: Mountain View Campus

Program Purpose: The Culinary Arts diploma program prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills. 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. Those entering the culinary arts field will be prepared to pursue diverse opportunities as cooks, bakers, or caterers/culinary managers.

Admission Requirements: Students must successfully complete English and Math courses prior to enrolling in occupational course. Completed medical release form is required. Full culinary uniform is required.

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development OR	
PSYC 1010 – Basic Psychology	
Area III: Natural Sciences/Mathematics	3
MATH 1012 – Foundations of Mathematics	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
CUUL 1000 – Fundamentals of Culinary Arts	4
CUUL 1110 – Culinary Safety and Sanitation	4
CUUL 1120 – Principles of Cooking	4
CUUL 1129 – Fundamentals of Restaurant Operations	4
CUUL 1220 – Baking Principles	4
CUUL 1320 – Garde Manger	4
CUUL 1370 – Culinary Nutrition and Menu Development	4
CUUL 2130 – Culinary Practicum and Leadership	6
CUUL 2160 – Contemporary Cuisine I	4
Total Program Hours	**49**

CATERING SPECIALIST **CS61**
Certificate

Availability: Mountain View Campus

Program Purpose: The Catering Specialist certificate program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupational and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

Program Courses:	Credits
CUUL 1110 – Culinary Safety and Sanitation	4
CUUL 1120 – Principles of Cooking	4
CUUL 1220 – Baking Principles	4
CUUL 1129 – Fundamentals of Restaurant Operations	4
CUUL 1320 – Garde Manger	4
CUUL 2160 – Contemporary Cuisine	4
Total Program Hours	**24**

PREP COOK   **PC51**
Certificate

Availability: Mountain View Campus

Program Purpose: The Prep Cook certificate provides skills for entry into the food services preparation area as a prep cook. Topics include: food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

Program Courses:	**Credits**
CUUL 1000 – Fundamentals of Culinary Arts	4
CUUL 1120 – Principles of Cooking	4
CUUL xxxx – Culinary arts elective	4
Total Program Hours	**12**

DESIGN AND MEDIA PRODUCTION TECHNOLOGY   DAM3

DESIGN AND MEDIA PRODUCTION TECHNOLOGY

Associate of Applied Science Degree

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
            Other Area I courses include:
            ENGL 1102 – Literature and Composition
            SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
        (Choose one of the Following)
        MATH 1111 – College Algebra
        MATH 1101 – Mathematical Modeling

Area IV: Humanities/Fine Arts   3
        (Choose One of the Following)
        ARTS 1101 – Art Appreciation
        ENGL 2130 – American Literature
        HUMN 1101 – Humanities
        MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.
Occupational Courses
        COMP 1000 – Introduction to Computers   3

DMPT 1000 – Introduction to design and Media Production	6
DMPT 1005 – Vector Graphics	5
DMPT 1010 – Raster Imaging	5
DMPT 2930 – Exit Review	4

Complete One of the Following Specializations:

Computer Animation Specialization

DMPT 2400 – Basic 3D Modeling and Animation	4
DMPT 2405 – Intermediate 3D Modeling	4
DMPT 2410 – Digital, Texture and Lighting	4
DMPT 2415 – Character Rigging	4
DMPT 2420 – 3D Production and Animation	4
Choose Two of the Following Courses:	8

DMPT 1020 – Introduction to Photography
DMPT 1025 – Production Photography
DMPT 2100 – Identity Design
DMPT 2300 – Foundations of Interface Design
DMPT 2425 – Effects Animation
DMPT 2435 – Fundamentals of Mocap Performance Animation
DMPT 2445 – 2 Dimensional Animation
DMPT 2460 – 2D Character Animation
DMPT 2600 – Video Editing

Graphic Design and Prepress Specialization

DMPT 2100 – Identity Design	4
DMPT 2105 – Page Layout	4
DMPT 2110 – Publication Design	4
DMPT 2115 – Advertising and Promotional Design	4
DMPT 2120 – Prepress and Output	4
DMPT 2905 – Practicum/Internship II	4
Choose One of the Following Courses:	4

    DMPT 1020 – Intro to Photography
    DMPT 1025 – Production Photography
    DMPT 2300 – Foundations of Web Interface Design
    DMPT 2310 – Animation for Web
    DMPT 2400 – Basic 3D Modeling and Animation
    DMPT 2600 – Video Editing

Web Interface Design Specialization

DMPT 2300 – Foundations of Interface Design	4
DMPT 2305 – Web Interface Design	4
DMPT 2310 – Animation for Web	4
DMPT 2315 – Dynamic Web Design	4
DMPT 2320 – Interactive Multimedia for Web	4
Choose Two of the Following Courses:	8

DMPT 1020 – Introduction to Photography
DMPT 1025 – Production Photography
DMPT 2100 – Identity Design
DMPT 2105 – Page Layout
DMPT 2400 – Basic 3D Modeling and Animation
DMPT 2445 – 2 Dimensional Animation
DMPT 2600 – Video Editing

Motion Graphics Specialization

DMPT 1600 – Introduction to Video Production	4
DMPT 2600 – Video Editing	4
DMPT 2605 – Introduction to Video Compositing and Broadcast Animation	4
DMPT 2610 – Intermediate Video Compositing and Broadcast Animation	4
DMPT 2620 – Intermediate Graphics for Television	4
DMPT 2400 – Basic 3D Modeling and Animation	4
DMPT 2405 – Intermediate 3D Modeling	4
DMPT 2905 – Practicum/Internship II	4

Total Program Hours   **66+**

DESIGN AND MEDIA PRODUCTION TECHNOLOGY   **DEM2**
Diploma

Program Courses:	**Credits**

Basic Skills (General Core) Courses

Area I: Language Arts/Communication	3

ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences	2

EMPL 1000 – Interpersonal Relations and Professional Development

Area III: Natural Sciences/Mathematics	3

MATH 1012 – Foundations of Mathematics

Occupational Courses

COMP 1000 – Introduction to Computers	3
DMPT 1000 – Introduction to design and Media Production	6
DMPT 1005 – Vector Graphics	5
DMPT 1010 – Raster Imaging	5
DMPT 2930 – Exit Review	4

Complete one of the Following Specializations:

Computer Animation Specialization

DMPT 2400 – Basic 3D Modeling and Animation	4
DMPT 2405 – Intermediate 3D Modeling	4
DMPT 2410 – Digital, Texture and Lighting	4
DMPT 2415 – Character Rigging	4
DMPT 2420 – 3D Production and Animation	4

Graphic Design and Prepress Specialization

DMPT 2100 – Identity Design	4
DMPT 2105 – Page Layout	4
DMPT 2110 – Publication Design	4
DMPT 2115 – Advertising and Promotional Design	4
DMPT 2120 – Prepress and Output	4

Web Interface Design Specialization

DMPT 2300 – Foundations of Interface Design	4
DMPT 2305 – Web Interface Design	4
DMPT 2310 – Animation for Web	4
DMPT 2315 – Dynamic Web Design	4
DMPT 2320 – Interactive Multimedia for Web	4

Motion Graphics Specialization

DMPT 1600 – Introduction to Video Production	4
DMPT 2600 – Basic Video Editing	4
DMPT 2605 – Introduction to Video Compositing and Broadcast Animation	4
Choose Two of the following courses:	8

DMPT 2400 – Basic 3D Modeling and Animation

DMPT 2610 – Intermediate Video Compositing and Broadcast Animation

DMPT 2620 – Intermediate Graphics for Television

DMPT 2905 – Practicum/Internship II

Total Program Hours   **51**

DIESEL EQUIPMENT TECHNOLOGY

DIESEL EQUIPMENT TECHNOLOGY   **DET4**
Diploma

Availability: North Metro Campus

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

Program Courses:	Credits
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English I	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development OR	
PSYC 1010 – Basic Psychology	
Area III: Natural Sciences/Mathematics	3
MATH 1012 – Foundations of Mathematics	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
DIET 1000 – Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010 – Diesel Electrical and Electronic Systems	7
DIET 1020 – Preventive Maintenance	5
DIET 1030 – Diesel Engines	7
DIET 1040 – Diesel Truck and Heavy Equipment HVAC Systems	3
Complete One of the Following Specializations:	12
Medium/Heavy Truck Specialization	
DIET 2000 – Truck Steering and Suspension Systems	4
DIET 2010 – Truck Brake Systems	4
DIET 2020 – Truck Drivetrains	6

Heavy Equipment Specialization

       DIET 2001 – Heavy Equipment Hydraulics   6

       DIET 2011 – Off Road Drivelines   6

Diesel Power Generation

       DIET 2002 – Power Generation – Fundamentals   6

       DIET 2012 – Power Generation – Controls   6

Total Program Hours   **48**

DRAFTING TECHNOLOGY

DRAFTING   **DT13**
Associate of Applied Science Degree

Availability: Marietta Campus

Program Purpose: The Drafting Technology associate degree program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills in drafting. Program graduates receive a Drafting Technology Associate of Applied Science degree.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
       Successful completion of ENGL 1101 Composition and Rhetoric is required
            Other Area I courses include:
            ENGL 1102 – Literature and Composition
            SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

       (Choose One of the Following)
       ECON 1101 – Principles of Economics
       ECON 2105 – Macroeconomics
       ECON 2106 – Microeconomics
       HIST 1111 – World History I
       HIST 1112 – World History II
       HIST 2111 – U.S. History I
       HIST 2112 – U.S. History II
       POLS 1101 – American Government
       PSYC 1101 – Introductory Psychology
       SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   6
       MATH 1111 – College Algebra
       MATH 1113 - Precalculus

Area IV: Humanities/Fine Arts   3
       (Choose One of the Following)
       ARTS 1101 – Art Appreciation
       ENGL 2130 – American Literature

HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

Occupational Courses

COMP 1000 – Introduction to Computers	3
DFTG 1101 – CAD Fundamentals	4
DFTG 1103 – Technical Drawing I	4

Complete One of the Following Specializations:

Mechanical Drafting Specialization, total of 34 hours

DFTG 1105 – 3D Mechanical Modeling	4
DFTG 1107 – Technical Drawing II	3
DFTG 1109 – Technical Drawing III	4
DFTG 1111 – Technical Drawing IV	4
DFTG 1113 – Technical Drawing V	4
DFTG 2010 – Engineering Graphics	4
DFTG 2020 – Visualization and Graphics	3
DFTG 2110 – Blueprint Reading for Technical Drawing I	2

Choose a minimum of 6 Credits from the Following:

DFTG 2040 – Advanced 3D Modeling Mechanical	4
DFTG 2300 – Drafting Technology Practicum/Internship 3	3
DFTG 2400 – Drafting Technology Practicum/Internship 4	4
DFTG 2500 – Drafting Technology Exit Review	3
DFTG 2600 – Drafting Technology Practicum/Internship 6	6

Architectural Drafting Specialization, total of 34 hours

DFTG 1125 – Architectural Fundamentals	4
DFTG 1127 – Architectural 3D Modeling	4
DFTG 1129 – Residential Drawing I	4
DFTG 1131 – Residential Drawing II	4
DFTG 1133 – Commercial Drawing I	4
DFTG 2010 – Engineering Graphics	4
DFTG 2020 – Visualization and Graphics	3
DFTG 2110 – Blueprint Reading for technical Drawing I	2

Choose a Minimum of 5 Credits from the Following:

DFTG 2030 – Advanced 3D Modeling Architectural	4
DFTG 2300 – Drafting Technology Practicum/Internship 3	3
DFTG 2400 – Drafting Technology Practicum/Internship 4	4
DFTG 2500 – Drafting Technology Exit Review	3
DFTG 2600 – Drafting Technology Practicum/Internship 6	6

Total Program Hours   **60**

DRAFTING DT12
Diploma

Program Purpose: The Drafting Technology diploma program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills in drafting. Program graduates receive a Drafting Technology diploma.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication   3

       ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   2
          EMPL 1000 – Interpersonal Relations and Professional Development

Area III: Natural Sciences/Mathematics   6
       MATH 1013 – Algebraic Concepts
       DFTG 1015 – Practical Geometry and Trigonometry for Drafting Tech

Occupational Courses
       COMP 1000 – Introduction to Computers   3
       DFTG 1101 – CAD Fundamentals   4
       DFTG 1103 – Technical Drawing I   4

Complete One of the Following Specializations:

Mechanical Drafting Specialization, total of 28 hours
       DFTG 1105 – 3D Mechanical Modeling   4
       DFTG 1107 – Technical Drawing II   3
       DFTG 1109 – Technical Drawing III   4
       DFTG 1111 – Technical Drawing IV   4
       DFTG 1113 – Technical Drawing V   4
       DFTG 2010 – Engineering Graphics   4
       DFTG 2110 – Blueprint Reading for Technical Drawing I   2

       Select one of the Following:
          DFTG 2300 – Drafting Technology Practicum/Internship   3

DFTG 2500 – Drafting Technology Exit Review 3

Architectural Drafting Specialization, total of 29 hours
DFTG 1125 – Architectural Fundamentals 4
DFTG 1127 – Architectural 3D Modeling 4
DFTG 1129 – Residential Drawing I 4
DFTG 1131 – Residential Drawing II 4
DFTG 1133 – Commercial Drawing I 4
DFTG 2010 – Engineering Graphics 4
DFTG 2110 – Blueprint Reading for Technical Drawing I 2

Select one of the Following:

DFTG 2300 – Drafting Technology Practicum/Internship 3
DFTG 2500 – Drafting Technology Exit Review 3

Total Program Hours **50**

ADVANCED CAD TECHNICIAN AC51
Certificate

Program Courses: <u>**Credits**</u>

Occupational Courses
      COMP 1000 – Introduction to Computers   3
      DFTG 1101 – CAD Fundamentals   4
      DFTG 1103 – Technical Drawing I   4
      Select one of the following: 3
            MATH 1111- College Algebra
            MATH 1013 – Algebraic Concepts

      Complete One of the Following Specializations:
        Mechanical Drafting Specialization
            DFTG 1105 – 3D Mechanical Modeling   4
            DFTG 1107 – Technical Drawing II   3
            DFTG 1109 – Technical Drawing III   4
            DFTG 1111 – Technical Drawing IV   4
            DFTG 1113 – Technical Drawing V   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

Total Program Hours **33-34**

CAD OPERATOR   **CP41**
Certificate

Program Courses: **Credits**

COMP 1000 – Introduction to Computers   3
DFTG 1101 – CAD Fundamentals   4
DFTG 1103 – Technical Drawing I   4

      Complete One of the Following Specializations:
          Mechanical Drafting Specialization
              DFTG 1105 – 3D Mechanical Modeling   4
              DFTG 1107 – Technical Drawing II   3
              DFTG 1109 – Technical Drawing III   4

          Architectural Drafting Specialization
              DFTG 1125 – Architectural Fundamentals   4
              DFTG 1127 – Architectural 3D Modeling   4
              DFTG 1129 – Residential Drawing I   4

Total Program Hours   **22-23**

DRAFTER'S ASSISTANT   DA31
Certificate

Program Courses: **Credits**

       COMP 1000 – Introduction to Computers   3
       DFTG 1101 – CAD Fundamentals   4
       DFTG 1103 – Technical Drawing I   4

Total Program Hours   **11**

EARLY CHILDHOOD CARE AND EDUCATION

EARLY CHILDHOOD CARE AND EDUCATION   **EC13**
Associate of Applied Science Degree

Program Purpose: 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. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of early childhood care and education theory and practical application, as well as general core competencies necessary for successful employment. Program graduates receive an Early Childhood Care and Education Associate of Applied Science degree and have the qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates will receive a specialization in one of four areas: Exceptionalities, Infant/ Toddler, Program Administration or Paraprofessional.

Program Courses: **Credits**

General Education Core (Required Minimum: 18 Semester Credit Hours
Area I: Language Arts/Communication   6
        Successful completion of ENGL 1101 Composition and Rhetoric is required
            Choose one additional course from the following:
            ENGL 1102 – Literature and Composition
            SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
        (Choose One of the Following)
        MATH 1101 – Mathematical Modeling
        MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
(Choose One of the Following)
ARTS 1101 – Art Appreciation
ENGL 2130 – American Literature
HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
COMP 1000 – Introduction to Computers   3
*ECCE 1101 – Introduction to Early Childhood Care and Education   3
*ECCE 1103 – Child Growth and Development   3
*ECCE 1105 – Health, Safety and Nutrition   3
ECCE 1112 – Curriculum and Assessment   3
ECCE 1113 – Creative Activities for Children   3
ECCE 1121 – Early Childhood Care and Education Practicum   3
ECCE 2115 – Language and Literacy   3
ECCE 2116 – Math and Science   3
ECCE 2201 – Exceptionalities   3
ECCE 2202 – Social Issues and Family Involvement   3
ECCE 2203 – Guidance and Classroom Management   3
ECCE 2240 – Early Childhood Care and Education Internship   12

Complete One of the Following Specializations:
Paraprofessional Specialization
ECCE 2310 – Paraprofessional Methods and Materials   3
ECCE 2312 – Paraprofessional Roles and Practices   3

Program Administration Specialization
ECCE 2320 – Program Administration and Facility Management   3
ECCE 2322 – Personnel Management   3
Infant/Toddler Development Specialization
ECCE 2330 – Infant/Toddler Development   3
ECCE 2332 – Infant/Toddler Group Care and Curriculum   3

Exceptionalities Specialization
ECCE 2360 – Classroom Strategies for Exceptional Children   3
ECCE 2362 – Exploring Your Role in the Exceptional Environment   3

Total Program Hours   **72**
*Criminal record check required.

EARLY CHILDHOOD CARE AND EDUCATION   **ECC2**
Diploma

Program Purpose: The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for careers in early childhood education. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma, and have the qualifications to work in a variety of early childhood settings with children from birth through five years of age.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication   3
       ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   2
       EMPL 1000 – Interpersonal Relations and Professional Development OR
       PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics   3
       MATH 1012 – Foundations of Mathematics
Occupational Courses
       COMP 1000 – Introduction to Computers   3
       *ECCE 1101 – Introduction to Early Childhood Care and Education   3
       *ECCE 1103 – Child Growth and Development   3
       *ECCE 1105 – Health, Safety and Nutrition   3
       ECCE 1112 – Curriculum and Assessment   3
       ECCE 1113 – Creative Activities for Children   3
       ECCE 1121 – Early Childhood Care and Education Practicum   3
       ECCE 2115 – Language and Literacy   3
       ECCE 2116 – Math and Science   3
       ECCE 2202 – Social Issues and Family Involvement   3
       ECCE 2203 – Guidance and Classroom Management   3
       ECCE 2240 – Early Childhood Care and Education Internship   12

Total Program Hours   **53**

*Criminal record check required.

EARLY CHILDHOOD CARE AND EDUCATION BASICS **EC31**
Certificate

Program Purpose: The purpose of the Early Childhood Basics technical certificate of credit is to provide the basic knowledge for individuals entering the child care field with knowledge of providing a safe and healthy environment, detecting and reporting child abuse, disease control measures, basic human growth and development, developmentally appropriate practices, and balancing the daily schedule.

The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the TCC courses.   All TCCs offered at the college require a minimum of appropriate certificate/diploma placement test scores OR completion of any required learning support courses through the 0097 level.

Program 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
Total Program Hours	**9**

*Criminal Record Check required

EARLY CHILDHOOD PROGRAM ADMINISTRATION   **ECP1**
Certificate

Program Purpose: The Early Childhood Care and Education Program Administration certificate program is a sequence of three courses designed to prepare students for a job as manager of a Childcare Learning Center or a Group Day Care Center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the TCC courses.   All TCCs offered at the college require a minimum of appropriate certificate/diploma placement test scores OR completion of any required learning support courses through the 0097 level.

Program Courses:	Credits
*ECCE 1103 – Child Growth and Development	3
ECCE 2320 – Program Administration and Facility Management	3
ECCE 2322 – Personnel Management	3
Total Program Hours	**9**

*Criminal Record Check required

ELECTRICAL SYSTEMS TECHNOLOGY

ELECTRICAL SYSTEMS TECHNOLOGY   **ES12**
Diploma

Availability: Marietta Campus

Program Purpose: The Electrical Systems Technology program is a sequence of courses designed to prepare students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates received an Industrial Electrical Technology diploma.

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English I	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development OR	
PSYC 1010 – Basic Psychology	
Area III: Natural Sciences/Mathematics	3
MATH 1012 – Foundations of Mathematics	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
ELTR 1020 – Electrical Systems Basics I	3
ELTR 1060 – Electrical Prints, Schematics, and Symbols	3
ELTR 1080 – Commercial Wiring I	5
ELTR 1090 – Commercial Wiring II	5
ELTR 1110 – Electric Motors	3
ELTR 1120 – Variable Speed/Low Voltage Controls	2
ELTR 1180 – Electrical Controls	3
IDFC 1007 – Industrial Safety Procedures	2
IDFC 1011 – Direct Current I	3

Complete One of the Following Specializations: (total of 12 hours)

Residential Construction and Maintenance Specialization

ELTR 1205 – Residential Wiring I	4
ELTR 1210 – Residential Wiring II	4
Choose a minimum of 4 credits from the following:	
ELTR 1500 – Electrical Systems Technology Internship/Practicum	3
ELTR 1510 – Electrical Worker	3

ELTR 1520 – Grounding and Bonding	2
ELTR 1530 – Conduit Sizing	2
ELTR 1540 – Wire Pulling and Codes	3

Industrial Electrical Technology Specialization

ELTR 1220 – Industrial PLC's	4
ELTR 1250 – Diagnostic Troubleshooting	2
ELTR 1260 – Transformers	3
ELTR 1270 – National Electrical Code Industrial Applications	3

Field Occupation Specialization

| ELTR Electives | 12 |

Total Program Hours   **52**

ELECTRONICS TECHNOLOGY

ELECTRONICS TECHNOLOGY   **ET13**
Associate of Applied Science Degree

Availability: North Metro Campus

Program Purpose: The purpose of the Electronics Technology Associate of Applied Science degree program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in electronics technology fields. The Associate of Applied Science degree is intended to expand diploma program competencies and the employability and upward mobility of graduates. Specializations include biomedical instrumentation and general electronics.

The associate degree program is intended to produce graduates who are prepared for employment as electronics technicians. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics. In addition, graduates are to be competent in the technical areas of soldering, DC circuits, AC circuits, solid state devices, Linear Integrated Circuits, and microprocessors fundamentals.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
                Other Area I courses include:
                ENGL 1102 – Literature and Composition
                SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   6
       MATH 1111 – College Algebra
       MATH 1113 – Precalculus

Area IV: Humanities/Fine Arts   3
       (Choose One of the Following)
       ARTS 1101 – Art Appreciation
       ENGL 2130 – American Literature
       HUMN 1101 – Humanities
       MUSC 1101 – Music Appreciation

Occupational Courses
       COMP 1000 – Introduction to Computers   3
       ELCR 1005 – Soldering Technology   1
       ELCR 1010 – Direct Current Circuits   5
       ELCR 1020 – Alternating Current Circuits   7
       ELCR 1030 – Solid State Devices   5
       ELCR 1040 – Digital and Microprocessor Fundamentals   5
       ELCR 1060 – Linear Integrated Circuits   3

Complete One of the Following Specializations:

Biomedical Instrumentation Technology Specialization
       ALHS 1010 – Introduction to Anatomy and Physiology   4
       ALHS 1090 – Medical Terminology for Allied Health   Sciences   2
       BMET 1231 – Medical Equipment Function and Operation I   4
       BMET 2242 – Medical Equipment Function and Operation II   4
       BMET 2343 – Internship Medical Systems   3

Home Technology Integration Specialization
       ELCR 2650 – Home Automation Systems   5
       ELCR 2660 – Security System Installation and Testing   4
       ELCR 2680 – Access Control and CCTV Installation   2
       ELCR 2690 – Prep for Low Voltage Licensure   3
       ELCR xxxx – ELCR Elective   2

Field Occupation Specialization (16 Total Credit Hours Required)
       See list of Electives below
           CIST 1130 – Operating Systems Concepts
           CIST 1305 – Program Design and Development
           CIST 1001 – Computer Concepts
           CIST 1122 – Microcomputer Installation & Maintenance
           CIST 1401 – Network Fundamentals
           CIST 2411 – Microsoft Client
           CIST 2412 – Microsoft Server Administration

ELCR xxxx – Any other Industrial Systems Course
IDSY xxxx – Any other Industrial Systems Course
ELTR xxxx – Any other Industrial Electrical Course

Total Program Hours   **60**

ELECTRONICS TECHNOLOGY **ET14**
Diploma

Availability: North Metro Campus

Program Purpose: The purpose of the Electronics Technology program is 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. Program graduates receive an Electronics Technology Diploma, which qualifies them as electronics technicians with a specialization in Biomedical Instrumentation or General Electronics.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication 3

      ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences 2
      EMPL 1000 – Interpersonal Relations and Professional Development

Area III: Natural Sciences/Mathematics 6
      MATH 1013 – Algebraic Concepts
      Choose One of the Following:
          MATH 1015 – Geometry and Trigonometry
          MATH 1017 - Trigonometry

Occupational Courses
      COMP 1000 – Introduction to Computers 3
      ELCR 1005 – Soldering Technology 1
      ELCR 1010 – Direct Current Circuits 5
      ELCR 1020 – Alternating Current Circuits 7
      ELCR 1030 – Solid State Devices 5
      ELCR 1040 – Digital and Microprocessor Fundamentals 5
      ELCR 1060 – Linear Integrated Circuits 3

Complete One of the Following Specializations:

Biomedical Instrumentation Technology Specialization
      ALHS 1010 – Introduction to Anatomy and Physiology 4
      ALHS 1090 – Medical Terminology for Allied Health Sciences 2
      BMET 1231 – Medical Equipment Function and Operation I 4
      BMET 2242 – Medical Equipment Function and Operation II 4
      BMET 2343 – Internship Medical Systems 3

Home Technology Specialization

ELCR 2650 – Home Automation Systems	5
ELCR 2660 – Security System Installation and Testing	4
ELCR 2680 – Access Control and CCTV Installation	2
ELCR 2690 – Prep for Low Voltage Licensure	3
ELCR xxxx – ELCR Elective	2

Field Occupation Specialization (16 Total Credit Hours Required)
See list of Electives below

CIST 1130 – Operating Systems Concepts
CIST 1305 – Program Design and Development
CIST 1001 – Computer Concepts
CIST 1122 – Microcomputer Installation & Maintenance
CIST 1401 – Network Fundamentals
CIST 2411 – Microsoft Client
CIST 2412 – Microsoft Server Administration
ELCR xxxx – Any other Industrial Systems Course
IDSY xxxx – Any other Industrial Systems Course
ELTR xxxx – Any other Industrial Electrical Course

Total Program Hours   **56**

ELECTRONICS FUNDAMENTALS   **EF12**
Diploma

Availability: North Metro Campus

Program Purpose: The purpose of the Electronics Fundamentals diploma program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of electronics. Graduates obtain a diploma from Chattahoochee Technical College. The diploma program is designed to prepare students for careers in electronics professions where specialty training is provided by the employer. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics theory and practical application necessary for successful employment. Program graduates receive an Electronics Fundamentals diploma, which prepares them for entry-level positions in the electronics field and qualifies them for admission to the Electronics Technology program.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication   3

      ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   2

      EMPL 1000 – Interpersonal Relations and Professional Development

Area III: Natural Sciences/Mathematics   6
      MATH 1013 – Algebraic Concepts
      Choose One of the Following:
            MATH 1015 – Geometry and Trigonometry
            MATH 1017 - Trigonometry

Occupational Courses
      COMP 1000 – Introduction to Computers   3
      ELCR 1005 – Soldering Technology   1
      ELCR 1010 – Direct Current Circuits   5
      ELCR 1020 – Alternating Current Circuits   7
      ELCR 1030 – Solid State Devices   5
      ELCR 1040 – Digital and Microprocessor Fundamentals   5
      ELCR 1060 – Linear Integrated Circuits   3

Total Program Hours   **40**

BASIC ELECTRONICS   **BE41**
Certificate

Program Courses:	**Credits**
MATH 1013 – Algebraic Concepts	3
ELCR 1005 – Soldering Technology	1
ELCR 1010 – Direct Current Circuits	5
Total Program Hours	**9**

HOME TECHNOLOGY INTEGRATION SPECIALIST   **HT21**
Certificate

Availability: North Metro Campus

Program Purpose: The Home Technology Integration Specialist certificate program is a sequence of courses designed to meet the needs of students who are interested in attaining entry-level employment in the growing field of home technology integration installation, maintenance, and repair. The program emphasizes a combination of electrical theory and practical application necessary for successful employment. Students will also be qualified to sit for the COMP TIA HTI+ certification exam.

Program Courses:	**Credits**
IDFC 1011 – Direct Current I	3
IDFC 1012 – Alternating Current I	3
ELCR 2290 – Security Systems	3
ELCR 2600 – Telecommunication and Data Cabling	3
ELCR 2620 – Telecommunications Systems Installation, Programming, and	
Data Transmission	4
ELCR 2650 – Home Automation Systems	5
ELCR 2700 – HTI+ Certification Preparation	3
Total Program Hours	**24**

ELECTRICAL/COMPUTER ENGINEERING TECHNOLOGY
Associate of Applied Science Degree

Availability: North Metro Campus

Program Purpose: The Electrical and Computer Engineering Technology program is a planned sequence of carefully developed college level courses designed to prepare students to work in the field of electronics and computer engineering technology. The program of study emphasizes the application of scientific, mathematic, and engineering knowledge and methods combined with technical skills in support of engineering activities. Program graduates will receive an Electronics and Computer Engineering Technology Associate of Applied Science degree, qualifying them as engineering technicians with a specialization in, biomedical engineering technology or electronics engineering technology.

Accredited by the
Technology Accreditation Commission for the Accreditation
Board for Engineering and Technology (TAC of ABET),
111 Market Place, Suite 1050
Baltimore, Maryland, 21202
Telephone (404) 347-7700

Program Courses: **Credits**

General Education Core (Required Minimum: 27 Semester Credit Hours)
Area I: Language Arts/Communication   3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
                Other Area I courses include:
                ENGL 1102 – Literature and Composition
                SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics

MATH 1111 – College Algebra	3
MATH 1113 – Precalculus	3
MATH 1131 – Calculus I	4
PHYS 1111 – Introductory Physics I	3
PHYS 1111L – Introductory Physics Lab I	1
PHYS 1112 – Introductory Physics II	3
PHYS 1112L – Introductory Physics Lab II	1

Area IV: Humanities/Fine Arts	3
(Choose One of the Following)	
ARTS 1101 – Art Appreciation	
ENGL 2130 – American Literature	
HUMN 1101 – Humanities	
MUSC 1101 – Music Appreciation	

Occupational Courses

ENGT 1000 – Introduction to Engineering Technology	3
ECET 1191 – Computer Programming Fundamentals	3
ECET 1101 – Circuit Analysis I	4
ECET 2101 – Circuit Analysis II	4
ECET 1110 – Digital Systems I	4
ECET 2110 – Digital Systems II	4
ECET 1210 – Networking Systems I	3
ECET 2120 – Electronic Circuits I	4
ECET 2220 – Electronic Circuits II	4
ENGT 2300 – Capstone Project I	1

Total Program Hours **62**

EMERGENCY MEDICAL TECHNICIAN

EMT Intermediate
Certificate

Program Purpose: This program covers both the U.S. Department of Transportation 1985 Emergency Medical Technician-Intermediate Curriculum and the 1994 Emergency Medical Technician-Basic Curriculum. The EMT-Intermediate Program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support about the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT-Intermediate/85 certification examination and receive Georgia licensure as an EMT-intermediate. Upon completion of EMS 1115, students would be eligible to sit for the National Registry of EMTs EMT-Basic Exam.

Admission Requirements:
Admission procedure: Submit a completed specific EMS admission packet in addition to regularly prescribed Chattahoochee Technical College admissions application procedures on or before established Chattahoochee Technical College deadlines. Students are accepted on the basis of course and space availability.

Tuition and Fees: Please see Tuition and Fees section of the catalog for program specific tuition costs. Additional fees associated with this program may be assessed.

The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the TCC courses.   All TCCs offered at the college require a minimum of appropriate certificate/diploma placement test scores OR completion of any required learning support courses through the 0097 level.

Semester Curriculum Not Yet Available

FIRE SCIENCE TECHNOLOGY

FIRE SCIENCE   **FS13**
Associate of Applied Science Degree

Availability: Marietta Campus

Program Purpose: The associate of applied science degree in Fire Science is a sequence of courses that prepares students to gain the knowledge necessary to seek advancement in the field of professional Fire Fighting. This degree program will provide fire fighting professionals with the necessary knowledge to advance in their field and hold positions of greater leadership and responsibility.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours
Area I: Language Arts/Communication   3

       Successful completion of ENGL 1101 Composition and Rhetoric is required
              Other Area I courses include:
              ENGL 1102 – Literature and Composition
              SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

       (Choose One of the Following)
       ECON 1101 – Principles of Economics
       ECON 2105 – Macroeconomics
       ECON 2106 – Microeconomics
       HIST 1111 – World History I
       HIST 1112 – World History II
       HIST 2111 – U.S. History I
       HIST 2112 – U.S. History II
       POLS 1101 – American Government
       PSYC 1101 – Introductory Psychology
       SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
       (Choose One of the Following)
       MATH 1101 – Mathematical Modeling
       MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
       (Choose One of the Following)
       ARTS 1101 – Art Appreciation

ENGL 2130 – American Literature
HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses

COMP 1000 – Introduction to Computers	3
FRSC 1100 – Introduction to the Fire Service	3
FRSC 1110 – Fire Administration-Supervision and Leadership	3
FRSC 1121 – Firefighting Strategy and Tactics	3
FRSC 1132 – Fire Service Instructor	4
FRSC 1141 – Hazardous Materials Operations	4
FRSC 1151 – Fire Prevention and Inspection	4
FRSC 1161 – Fire Service Safety and Loss Control	3
FRSC 2100 – Fire Administration Management	3
FRSC 2110 – Fire Service Hydraulics	3
FRSC 2120 – Fire Protection Systems	3
FRSC 2130 – Fire Service Building Construction	3
FRSC 2141 – Incident Command	4
FRSC 2170 – Fire and Arson Investigation	4

Total Program Hours   **62**

FIRE SCIENCE FST2
Diploma

Availability: Marietta Campus

Program Purpose: The Fire Science diploma is a sequence of courses that prepares students to gain the knowledge necessary to seek knowledge and/or employment in the field of professional Fire Fighting. This diploma program will provide students and/or fire fighters with the academic foundation to progress in their field and hold positions of leadership and responsibility.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication 3

ENGL 1010 – Fundamentals of English

Area II: Social/Behavioral Sciences 2

EMPL 1000 – Interpersonal Relations and Professional Development OR
PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics 3

MATH 1012 – Foundations of Mathematics

Occupational Courses
COMP 1000 – Introduction to Computers 3
FRSC 1100 – Introduction to the Fire Service 3
FRSC 1110 – Fire Administration-Supervision and Leadership 3
FRSC 1121 – Firefighting Strategy and Tactics 3
FRSC 1132 – Fire Service Instructor 4
FRSC 1141 – Hazardous Materials Operations 4
FRSC 1151 – Fire Prevention and Inspection 4
FRSC 1161 – Fire Service Safety and Loss Control 3
FRSC 2100 – Fire Administration Management 3
FRSC 2110 – Fire Service Hydraulics 3
FRSC 2120 – Fire Protection Systems 3
FRSC 2130 – Fire Service Building Construction 3
FRSC 2141 – Incident Command 4
FRSC 2170 – Fire and Arson Investigation 4

Total Program Hours **55**

HEALTHCARE ASSISTANT

HA21

Certificate

Program Purpose: The Healthcare Assistant technical certificate of credit is designed for students preparing to enter **diploma level** Allied Health programs, such as Practical Nursing, Surgical Technology and Medical Assisting. The program also offers students the opportunity to complete a variety of occupational options.

The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the TCC courses.   All TCCs offered at the college require a minimum of appropriate certificate/diploma placement test scores OR completion of any required learning support courses through the 0097 level.

Program Courses:	**Credits**
ENGL 1010 – Fundamentals of English I	
OR	
ENGL 1101 – Composition and Rhetoric	3
Choose one of the following courses:	3
MATH 1012 – Foundations of Mathematics	
MATH 1013 – Algebraic Concepts	
MATH 1101 – Math Modeling	
MATH 1111 – College Algebra	
PSYC 1010 – Basic Psychology	
OR	
PSYC 1101 – Introductory Psychology	3
Must complete all of the following:	
ALHS 1011 – Anatomy and Physiology	5
ALHS 1090 – Medical Terminology for Allied Health Sciences	2
COMP 1000 – Introduction to Computers	3

Take one of the following options:

Nurse Assistant

ALHS 1040 – Introduction to Health Care	3
ALHS 1060 – Diet and Nutrition for Allied Health Sciences	2
NAST 1100 - Nurse Aid Fundamentals	6

Medical Coding

BUSN 1440 – Document Production	4
MAST 1120 – Human Pathological Conditions in the Medical Office	3

MAST 1510 – Medical Procedures Coding	2
MAST 1520 – Medical Procedures Coding II	3
MAST 1530 – Medical Procedural Coding	2

Phlebotomy Technician
ALHS 1040 – Introduction to Health Care	3
PHLT 1030 – Introduction to Venipuncture	3
PHLT 1050 – Clinical Practice	5

Medical Office Specialist
BUSN 1440 – Document Production	4
MAST 1060 – Medical Office Procedures	4
MAST 1100 – Medical Insurance Management	2
MAST 1110 – Administrative Practice Management	2

Central Sterile Processing Technician
CSSP 1010 – Central Sterile Processing Technician	5
CSSP 1020 – Central Sterile Processing Technician Practicum	11

Total Program Hours **30-35**

HEALTHCARE SCIENCE

HEALTHCARE SCIENCE   **HS21**
Certificate

Program Purpose: The Healthcare Science program is a certificate program designed to allow students to take degree level prerequisites for the Associate Degree in Nursing (RN), Physical Therapist Assistant, Health Information Technology, Occupational Therapy Assistant, and Radiography programs.

The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the TCC courses. Please consult the College catalog to determine appropriate general education coursework that is required for your intended program of study.

Program Courses:	**Credits**

English: 3-6

       ENGL 1101 – Composition and Rhetoric   REQUIRED for all Degree Health Programs
       Additional Language Arts/Communication Courses:
       ENGL 1102 – Literature and Composition
       SPCH 1101 - Public Speaking

Math: (Consult the College catalog to determine the appropriate Math for your   3
          intended program of study)

       MATH 1101 – Mathematical Modeling
       MATH 1111 – College Algebra
       MATH 1112 – College Trigonometry
       MATH 1113 – Precalculus
       MATH 1127 – Introduction to Statistics
       MATH 1131 – Calculus I

Social/Behavioral Sciences: 3-6
       PSYC 1101 - Intro to Psychology REQUIRED for all Degree Health Programs

       Additional Social/Behavioral Sciences:
       PSYC 2103 – Human Development
       PSYC 2250 – Abnormal Psychology
       POLS 1101 – American Government
       SOCI 1101 - Introduction to Sociology
       HIST 1111 - World History I
       HIST 1112 - World History II
       HIST 2111 – U.S. History I
       HIST 2112 - U.S. History II

Humanities Elective: 3

      ARTS 1101 - Art Appreciation
      ENGL 1102 - Literature and Composition
      ENGL 2130 - American Literature

      HUMN 1101 - Introduction to Humanities
      MUSC 1101 - Music Appreciation

Computers: 3

      COMP 1000 – Introduction to Computers

Sciences: Choose 4-12 credit hours

      BIOL 2113 - Anatomy and Physiology I AND   3
        BIOL 2113L - Anatomy and Physiology Lab I   1
      BIOL 2114 - Anatomy and Physiology II AND   3
        BIOL 2114L - Anatomy and Physiology Lab II   1
      BIOL 2117 - Introductory Microbiology AND   3
        BIOL 2117L - Introductory Microbiology Lab   1
      CHEM 1151 - Survey of Inorganic Chemistry AND   3
        CHEM 1151L - Survey of Inorganic Chemistry Lab   1
      CHEM 1152 - Survey of Organic Chem. & Biochem. AND   3
        CHEM 1152L - Survey of Organic Chem. & Biochem. Lab   1
      PHYS 1110 - Conceptual Physics AND   3
        PHYS 1110L - Conceptual Physics Lab   1

Occupational Courses: Choose 2-13 credit hours

      ALHS 1040 – Introduction to Health Care   3
      ALHS 1060 – Diet and Nutrition for Allied Health Science   2
      ALHS 1090 – Medical Terminology for Allied Health Sciences   2
      NAST 1100 – Nurse Aid Fundamentals   6

Total Program Hours   **21-36**

HEALTH INFORMATION TECHNOLOGY   HI13

Health Information Technology
Degree

Availability: North Metro Campus

Program Description: The Health Information Technology program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

Program Purpose: The Health Information Technology program is a sequence of courses that prepares students for positions in Health Information departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

Program Length: A fulltime student who has successfully completed all pre-requisite courses with a C or better and who has been admitted into the Health Information Technology program can complete the Health Information Technology program in five semesters.

Admission Requirements: Students must meet all admission requirements of the college and have reached the age of 17. Students who intend to apply for the Health Information Technology program must enroll in the Health Sciences Certificate program to complete the associate degree level pre-requisite courses. The completion of the pre-requisite courses does not guarantee admission into the Health Information Technology program. Admission into the Health Information Technology program is competitive, and the program does not maintain a waiting list. Please consult the Health Information Technology webpage on the college's website for specific program admission information.

Program Courses: **Credits**

General Core Courses

Area I: Language Arts/Communication
      ENGL 1101 – Composition and Rhetoric   3

Area II: Social/Behavioral Sciences
      PSYC 1101 – Introduction to Psychology   3

Area III: Natural Sciences/Mathematics
      MATH 1111 - College Algebra   3

BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1

Area IV - Humanities/Fine Arts   3

    Choose one of the following courses:

        ENGL 2130 – American Literature
        HUMN 1101 – Introduction to Humanities
        ARTS 1101 – Art Appreciation
        MUSC 1101 – Music Appreciation

General Education Core Requirements   3

    To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this   requirement.

Pre-requisite Occupational Courses

ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3

Occupational Courses

MAST 1120 - Human Pathological Conditions in the Medical Office	3
HIMT 1100 - Introduction to Health Information Technology	3
HIMT 1150 - Computer Applications in Healthcare	2
HIMT 1250 - Health Record Content and Structure	2
HIMT 1350 - Pharmacotherapy	2
HIMT 1400 - Coding and Classification I - ICD Coding	4
HIMT 1410 - Coding and Classification II - ICD Advanced Coding	3
HIMT 2150 - Healthcare Statistics	2
HIMT 2200 - Performance Improvement	2
HIMT 2300 - Healthcare Management	3
HIMT 2400 - Coding and Classification System III - CPT/HCPCS Coding	3
HIMT 2410 - Revenue Cycle Management	2
HIMT 2460 - Health Information Technology Practicum	3

Total Program Hours   **69**

HORTICULTURE

HORTICULTURE   **EH13**
Associate of Applied Science Degree

Availability: North Metro Campus

Program Purposes: 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. Graduates of the program receive a Horticulture Associate of Applied Science degree which qualifies them as a horticulturist.

Program Courses: **Credits**

General Core Courses
Area I: Language Arts/Communication   3
      Successful completion of ENGL 1101 Composition and Rhetoric is required
          Other Area I courses include:
          ENGL 1102 – Literature and Composition
          SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3
      (Choose One of the Following)
      ECON 1101 – Principles of Economics
      ECON 2105 – Macroeconomics
      ECON 2106 – Microeconomics
      HIST 1111 – World History I
      HIST 1112 – World History II
      HIST 2111 – U.S. History I
      HIST 2112 – U.S. History II
      POLS 1101 – American Government
      PSYC 1101 – Introductory Psychology
      SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
      (Choose One of the Following)
      MATH 1101 – Mathematical Modeling
      MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
      (Choose One of the Following)

ARTS 1101 – Art Appreciation
ENGL 2130 – American Literature
HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses

COMP 1000 – Introduction to Computers	3
HORT 1000 – Horticulture Science	3
HORT 1010 – Woody Ornamental Plant Identification	3
HORT 1020 – Herbaceous Plant Identification	3
HORT 1080 – Pest Management	3
HORT 1150 – Environmental Horticulture Internship	3
HORT 1690 – Horticulture Spanish	3

Complete the Following Specialization: (Choose a total of 24 hours from the following courses)

General Horticulture Specialization

HORT 1030 – Greenhouse Management	3
HORT 1040 – Landscape Installation	3
HORT 1050 – Nursery Production and Management	3
HORT 1060 – Landscape Design	3
HORT 1120 – Landscape Management	3
HORT 1140 – Horticulture Business Management	3
HORT 1160 – Landscape Contracting	3
HORT 1310 – Irrigation	3
HORT 1330 – Turfgrass Management	3
HORT 1410 – Soils	3
HORT 1420 – Golf Course Design Construction and Management	3
HORT 1430 – Advanced Landscape Design	3
HORT 1440 – Landscape Grading and Drainage	4
HORT 1500 – Small Gas Engine Repair and Maintenance	3
HORT 1560 – Computer-Aided Landscape Design	3
HORT 1680 – Woody Plant Identification	2
HORT 1800 – Urban Landscape Issues	4
HORT 2500 – Specialty Landscape Construction	3

Total Program Hours   **60**

HORTICULTURE **EH12**
Diploma

<u>Availability</u>: North Metro Campus

<u>Program Purpose:</u> 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. Graduates of the program receive a Horticulture diploma which qualifies them as a horticulturist.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication   3
        ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   2
        EMPL 1000 – Interpersonal Relations and Professional Development OR
        PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics   3

        MATH 1012 – Foundations of Mathematics

Occupational Courses
        COMP 1000 – Introduction to Computers   3
        HORT 1000 – Horticulture Science   3
        HORT 1010 – Woody Ornamental Plant Identification   3
        HORT 1020 – Herbaceous Plant Identification   3
        HORT 1080 – Pest Management   3
        HORT 1150 – Environmental Horticulture Internship   3
        HORT 1690 – Horticulture Spanish   3

Complete the Following Specialization: (Choose a total of 15 hours from the following courses)

General Horticulture Specialization
        HORT 1030 – Greenhouse Management   3
        HORT 1040 – Landscape Installation   3
        HORT 1050 – Nursery Production and Management   3
        HORT 1060 – Landscape Design   3
        HORT 1120 – Landscape Management   3
        HORT 1140 – Horticulture Business Management   3

HORT 1160 – Landscape Contracting	3
HORT 1310 – Irrigation	3
HORT 1330 – Turfgrass Management	3
HORT 1410 – Soils	3
HORT 1420 – Golf Course Design Construction and Management	3
HORT 1430 – Advanced Landscape Design	3
HORT 1440 – Landscape Grading and Drainage	4
HORT 1500 – Small Gas Engine Repair and Maintenance	3
HORT 1560 – Computer-Aided Landscape Design	3
HORT 1680 – Woody Plant Identification	2
HORT 1800 – Urban Landscape Issues	4
HORT 2500 – Specialty Landscape Construction	3

Total Program Hours   **44**

INDUSTRIAL SYSTEMS TECHNOLOGY

INDUSTRIAL SYSTEMS TECHNOLOGY   **IS13**
Associate of Applied Science Degree

Availability: North Metro Campus

Program Purpose: The purpose of the Industrial Systems Technology Associate of Applied Science degree program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of industrial systems technology.

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

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)

Area I: Language Arts/Communication   3
      Successful completion of ENGL 1101 Composition and Rhetoric is required
         Other Area I courses include:
         ENGL 1102 – Literature and Composition
         SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

      (Choose One of the Following)
      ECON 1101 – Principles of Economics
      ECON 2105 – Macroeconomics
      ECON 2106 – Microeconomics
      HIST 1111 – World History I
      HIST 1112 – World History II

HIST 2111 – U.S. History I
HIST 2112 – U.S. History II
POLS 1101 – American Government
PSYC 1101 – Introductory Psychology
SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
      (Choose One of the Following)
      MATH 1101 – Mathematical Modeling
      MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
      (Choose One of the Following)
      ARTS 1101 – Art Appreciation
      ENGL 2130 – American Literature
      HUMN 1101 – Humanities
      MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
      COMP 1000 – Introduction to Computers   3
      IDSY 1100 – Basic Circuit Analysis   5
      IDSY 1110 – Industrial Motor Controls I   5
      IDSY 1120 – Basic Industrial PLC's   6
      IDSY 1130 – Industrial Wiring   4
      IDSY 1170 – Industrial Mechanics   6
      IDSY 1190 – Fluid Power and Piping Systems   6
      IDSY 1210 – Industrial Motor Controls II   5
      IDSY 1220 – Intermediate Industrial PLC's   6
      IDSY 1230 – Industrial Instrumentation   6

Total Program Hours   67

INDUSTRIAL SYSTEMS TECHNOLOGY IST4
Diploma

Availability: North Metro Campus

Program Purpose: The purpose of the Industrial Systems Technology diploma program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of industrial systems technology.

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

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English I	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development	
Area III: Natural Sciences/Mathematics	3
MATH 1013 – Algebraic Concepts	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
IDSY 1100 – Basic Circuit Analysis	5
IDSY 1110 – Industrial Motor Controls I	5
IDSY 1120 – Basic Industrial PLC's	6
IDSY 1130 – Industrial Wiring	4
IDSY 1170 – Industrial Mechanics	6
IDSY 1190 – Fluid Power and Piping Systems	6
IDSY 1210 – Industrial Motor Controls II	5
IDSY 1220 – Intermediate Industrial PLC's	6
IDSY 1230 – Industrial Instrumentation	6
Total Program Hours	**60**

PROCESS CONTROL TECHNICIAN   **PC61**
Certificate

Program Courses	Credits
IDSY 1120 – Basic Industrial PLCs	6
IDSY 1190 – Fluid Power and Piping Systems	6
IDSY 1210 – Industrial Motor Controls II	5

Total Program Hours	**17**

INTERIORS

INTERIORS
Associate of Applied Science Degree

<u>Availability:</u> Mountain View Campus

<u>Program Purpose:</u> The Interiors program is designed to prepare students for employment in a variety of positions in today's interior field. The Interiors program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include nontextile and textile use; codes, building systems; basic print reading; use of computers in drafting; communication with architects, contractors, and clients; historical perspective of architecture; interior design fundamentals; selection and use of furniture and interior finishes; and client presentations and business principles. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of interiors. Career Information: The Interiors program of study provides opportunities for graduates as In-store designers for furniture and home-furnishing stores, building material and supplies dealers, residential building construction companies, and free lance work.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/ Communication   3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
            Other Area I courses include:
            ENGL 1102 – Literature and Composition
            SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
        (Choose One of the Following)
        MATH 1101 – Mathematical Modeling
        MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
        (Choose One of the Following)
        ARTS 1101 – Art Appreciation
        ENGL 2130 – American Literature
        HUMN 1101 – Humanities
        MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
        COMP 1000 – Introduction to Computers   3
        INDS 1100 – Interior Design Fundamentals   4
        INDS 1115 – Technical Drawing for Interior Designers   4
        INDS 1120 – Codes and Building Systems for Interiors   3
        INDS 1125 – Lighting Technologies for Interiors   2
        INDS 1130 – Materials and Resources   4
        INDS 1135 – Textiles for Interiors   3
        INDS 1145 – CAD Fundamentals for Interior Design   3
        INDS 1150 – History of Interiors and Architecture I   4
        INDS 1155 – History of Interiors and Architecture II   4
        INDS 1160 – Interiors Seminar   3
        INDS 1170 – Interiors Internship   3
        INDS 2210 – Design Studio I   3
        INDS 2215 – Design Studio II   3
        INDS 2230 – Design Studio III   3
        INDS 2240 – Business Practices for Design Professionals   5

Total Program Hours   69

INTERIORS   **IN12**
Diploma

Availability: Mountain View Campus

Program Purpose: The Interiors program is designed to prepare students for employment in a variety of positions in today's interior field. The Interiors program provides learning opportunities which intro-duce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include nontextile and textile use; codes, building systems; basic print reading; use of computers in drafting; communication with architects, contractors, and clients; historical perspective of architecture; interior design fundamentals; selection and use of furniture and interior finishes; and client presentations and business principles. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of interiors. Graduates of the program receive an Interiors diploma. Career Information: The Interiors program of study provides opportunities for graduates as In-store designers for furniture and home-furnishing stores, building material and supplies dealers, residential building construction companies, and free lance work.

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development OR	
PSYC 1010 – Basic Psychology	
Area III: Natural Sciences/Mathematics	3
MATH 1012 – Foundations of Mathematics	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
INDS 1100 – Interior Design Fundamentals	4
INDS 1115 – Technical Drawing for Interior Designers	4
INDS 1120 – Codes and Building Systems for Interiors	3
INDS 1125 – Lighting Technologies for Interiors	2
INDS 1130 – Materials and Resources	4
INDS 1135 – Textiles for Interiors	3
INDS 1145 – CAD Fundamentals for Interior Design	3
INDS 1150 – History of Interiors and Architecture I	4
INDS 1155 – History of Interiors and Architecture II	4
INDS 1160 – Interiors Seminar	3
INDS 2210 – Design Studio I	3
INDS 2215 – Design Studio II	3

INDS 2230 – Design Studio III	3
INDS 2240 – Business Practices for Design Professionals	5

Total Program Hours   **59**

MARKETING MANAGEMENT

MARKETING MANAGEMENT   **MM13**
Associate of Applied Science Degree

<u>Program Purpose:</u> The Marketing Management program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management Associate of Applied Science degree with a specialization in marketing management or sports marketing specialization.

<u>Program Courses:</u>   **<u>Credits</u>**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I: Language Arts/Communication   3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
            Other Area I courses include:
            ENGL 1102 – Literature and Composition
            SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3
        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3

        (Choose One of the Following)

MATH 1101 – Mathematical Modeling
MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3
     (Choose One of the Following)
     ARTS 1101 – Art Appreciation
     ENGL 2130 – American Literature
     HUMN 1101 – Humanities
     MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses
     COMP 1000 – Introduction to Computers   3
     ACCT 1100 – Financial Accounting I   4
     BUSN 1190 – Digital Technologies in Business   2

     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 – Promotion and Marketing Communication   3
     MKTG 2000 – International Marketing   3
     MKTG 2300 – Marketing Management   3
     MKTG 2090 – Marketing Research   3
     Electives XXXX XXXX –   3*
          ***Any college course for which the student has the prerequisites may be used to satisfy this requirement.**

     Suggested Electives:
        MKTG 1270 – Visual Merchandising
        MKTG 2010 – Small Business Management
        MKTG 2160 – Advanced Selling
        MKTG 2210 – Entrepreneurship

Complete One of the Following Specializations: (total of 12 hours)

Marketing Management
     MKTG 1370 – Consumer Behavior   3
     MKTG 2060 – Marketing Channels   3
     MKTG 2070 – Buying and Merchandising   3

Marketing Elective	3

Sports Marketing

MKTG 1280 – Introduction to Sports and Recreation Management	3
MKTG 2080 – Regulations and Compliance in Sports	3
MKTG 2180 – Principles of Sports Marketing	3
MKTG 2280 – Sports Management	3
Total Program Hours	**63**

MARKETING MANAGEMENT   **MM12**
Diploma

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

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication   3

       ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   2

          EMPL 1000 – Interpersonal Relations and Professional Development OR
      PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics   3

       MATH 1012 – Foundations of Mathematics

Occupational Courses
      COMP 1000 – Introduction to Computers   3
      ACCT 1100 – Financial Accounting I   4
      BUSN 1190 – Digital Technologies in Business   2
      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 – Promotion and Marketing Communication   3
      MKTG 2000 – International Marketing   3
      MKTG 2090 – Marketing Research   3
      MKTG 2300 – Marketing Management   3
      Electives   3

Suggested Electives:
        MKTG 1270 – Visual Merchandising
        MKTG 2010 – Small Business Management
        MKTG 2160 – Advanced Selling
        MKTG 2210 – Entrepreneurship

Complete One of the Following Specializations: (total of 12 hours)

Marketing Management

MKTG 1370 – Consumer Behavior	3
MKTG 2060 – Marketing Channels	3
MKTG 2070 – Buying and Merchandising	3
Marketing Elective	3

Sports Marketing

MKTG 1280 – Introduction to Sports and Recreation Management	3
MKTG 2080 – Regulations and Compliance in Sports	3
MKTG 2180 – Principles of Sports Marketing	3
MKTG 2280 – Sports Management	3

Total Program Hours   **56**

MEDICAL ASSISTING

MEDICAL ASSISTING   **MA22**
Diploma

Program Accreditation: The Medical Assisting diploma program (Appalachian, Austell, and North Metro campuses) is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Program Accreditation: The Chattahoochee Technical College Medical Assisting programs are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the National Certification (CMA) with the American Association of Medical Assistants.

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

Program Length: A fulltime student who has successfully completed all pre-requisite courses with a C or better and who has been admitted into the Medical Assisting program can complete the Medical Assisting Diploma in three semester.

Admission Requirements: Students must meet all admission requirements of the college and have reached the age of 17. Students who intend to apply for the Medical Assisting program must enroll in the college's Health Care Assistant Certificate program to complete diploma level pre-requisite courses.

Admission into the Medical Assisting program is competitive, and the program does not maintain a waiting list. Please consult the appropriate Academic program on the college's website for specific program admission information.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Communication   3

       ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   3
        PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics   3
        MATH 1012 – Foundations of Mathematics

Program-Specific General Education Course Requirements   5
        ALHS 1011 – Anatomy and Physiology

Occupational Courses
        COMP 1000 – Introduction to Computers   3
        ALHS 1040 – Introduction to Health Care   3
        ALHS 1090 – Medical Terminology for Allied Health Sciences   2
        BUSN 1440 – Document Production   4

Medical Assisting Courses
Students must achieve a grade of C or better and complete all competencies successfully in Medical Assisting Courses in order to pass the course. Please consult the Medical Assisting program handbook for more information regarding academic standards.

        MAST 1010 – Legal and Ethical Concerns in the Medical Office   2
        MAST 1030 – Pharmacology in the Medical Office   4
        MAST 1060 – Medical Office Procedures   4
        MAST 1080 – Medical Assisting Skills I   4
        MAST 1090 – Medical Assisting Skills II   4
        MAST 1100 – Medical Insurance Management   2
        MAST 1110 – Administrative Practice Management   3
        MAST 1120 – Human Pathological Conditions in the Medical Office   3
        MAST 1170 – Medical Assisting Externship   6
        MAST 1180 – Medical Assisting Seminar   3

Total Program Hours   **61**

MOTORCYCLE SERVICE TECHNOLOGY

MOTORCYCLE SERVICE TECHNOLOGY   **MST2**
Diploma

Availability: Marietta Campus

Program Purpose: The Motorcycle Service Technology diploma program is a sequence of classes designed to prepare students for an entry-level position as a motorcycle or ATV technician. The classes are structured to provide in-depth technical knowledge and understanding about the concepts and fundamental principles of electrical, mechanical, and fuel systems, as well as chassis and suspension. Emphasis is placed on accurate diagnosis and repair of all major systems and subsystems.

Program Courses: **Credits**

Basic Skills (General Core) Courses

Area I: Language Arts/Communication   3
     ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   2
     EMPL 1000 – Interpersonal Relations and Professional Development OR
     PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics   3

     MATH 1012 – Foundations of Mathematics

Occupational Courses

Course	Credits
COMP 1000 – Introduction to Computers	3
MCST 1000 – Introduction to Motorcycle Technology	4
MCST 1010 – Motorcycle Engines and Drive Trains	6
MCST 1020 – Motorcycle Electrical Systems	6
MCST 1030 – Motorcycle Fuel and Exhaust Systems	4
MCST 1040 – Motorcycle Chassis and Suspension Systems	4
MCST 1110 – Motorcycle Maintenance	5
MCST 1120 – Troubleshooting and Diagnostics	5
Choose One of the Following:	
MCST 1050 – Customer Service and Product Awareness	3
MCST 1200 – Personal Water Craft Diagnosis and Repair	5
MCST 2000 – Motorcycle Technology Internship	4

Total Program Hours   **48**

NURSING

ASSOCIATE DEGREE NURSING   **NU73**
Degree

Availability: Austell Campus

Program Purpose: The *Chattahoochee Technical College Associate Degree Nursing Program* prepares men and women to become safe practitioners in the delivery of health care. The curriculum provides a strong foundation in the practice of nursing and prepares the student to function safely within the framework of the registered nurse role. The faculty in the *Chattahoochee Technical College Associate Degree Nursing Program* believes that our role as nurse educators is to incorporate multiple teaching strategies to enhance student learning and to provide a caring, nurturing, supportive environment.

Throughout the program, students integrate classroom theory with clinical experiences that are related to the theory component. Nursing education incorporates effective therapeutic communication techniques, critical thinking and clinical reasoning skills, and the development of sound nursing judgment. Clinical experiences are selected to provide the associate degree nursing student with the greatest opportunity to become clinically competent. The ultimate goal of the faculty is to prepare the student to become a safe practitioner of nursing who will be an asset to the nursing profession and continue his/her professional growth and development.

Graduates of the program are eligible to take the *National Council Licensing Examination for Registered Nurses* (*NCLEX-RN*). Upon successfully passing the *NCLEX-RN* and meeting the requirements of the Georgia Board of Nursing, graduates are granted licensure to practice nursing in the state of Georgia as registered nurses.

Program Length: A fulltime student who has successfully completed all pre-requisite courses with a C or better and who has been admitted into the Associate Degree Nursing program can complete the Associate Degree Nursing program in five semesters.

Admission Requirements: Students must meet all admission requirements of the college and have reached the age of 17. Students who intend to apply to the Associate Degree Nursing program must enroll in the Health Sciences Certificate program to complete the associate degree level pre-requisite courses. The completion of the pre-requisite courses does not guarantee admission into the Associate Degree Nursing program. Admission into the Associate Degree Nursing program is competitive and the program does not maintain a waiting list. Please consult the Associate Degree Nursing webpage on the college's website for specific program admission information.

Program Courses: **Credits**

General Education Core
Area I: Language Arts/Communication
    ENGL 1101 – Composition and Rhetoric   3
    ENGL 1102 – Literature and Composition   3

Area II: Social/Behavioral Sciences
    PSYC 1101 - Introduction to Psychology   3
    PSYC 2103 – Human Growth and Development   3
    SOCI 1101 – Introduction to Sociology   3

Area III: Natural Sciences/Mathematics
    MATH 1111 – College Algebra   3
    BIOL 2113 – Anatomy and Physiology I   3
    BIOL 2113L – Anatomy and Physiology Lab I   1
    BIOL 2114 – Anatomy and Physiology II   3
    BIOL 2114L – Anatomy and Physiology Lab II   1
    BIOL 2117 – Microbiology   3
    BIOL 2117L – Microbiology Lab   1

Area IV: Humanities/Fine Arts   3
    Choose one of the following courses:
        ENGL 2130 – American Literature
        HUMN 1101 – Introduction to Humanities
        ARTS 1101 – Art Appreciation
        MUSC 1101 – Music Appreciation

Occupational Courses
    COMP 1000 – Introduction to Computers   3
    RNSG 1115 – Foundations of Nursing Practice   9
    RNSG 1120 – Adult Health Nursing Concepts I   8
    RNSG 2120 – Mental Health Nursing Concepts   3
    RNSG 2115 – Family Nursing Concepts   6
    RNSG 2125 – Adult Health Nursing II: Advanced Nursing Concepts   9
    RNSG 2130 – Nursing Management, Leadership and Transition   6
    RNSG 2135 – NCLEX – RN Comprehensive Review   2

Total Program Hours   **79**

OCCUPATIONAL THERAPY ASSISTANT   OTA3

Occupational Therapy Assistant
Degree

Availability: Austell Campus

Program Description: The Occupational Therapy Assistant program is designed to train students to implement treatment procedures and plans for clients with limitations in occupational performance under the supervision of an occupational therapist per AOTA standards and State Regulations. Other occupational therapy assistant responsibilities include record keeping, and assistance with appropriate evaluation. The Occupational Therapy Assistant program meets the accreditation requirements of the American Occupational Therapy Association and program graduates may become certified by the National Board after passing the National certification Board examination before licensure by the State. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates receive an Occupational Therapy Assistant Associate of Applied Technology degree.

Program Length: A fulltime student who has successfully completed all pre-requisite courses with C or better and who has been admitted into the Occupational Therapy Assistant program can complete the Occupational Therapy Assistant program in five semesters.

Admission Requirements: Students must meet all admission requirements of the college and have reached the age of 17. Students who intend to apply for the Occupational Therapy Assistant program must enroll in the Health Sciences Certificate program to complete the associate degree level pre-requisite courses. The completion of the pre-requisite courses does not guarantee admission into the Occupational Therapy Assistant program. Admission into the Occupational Therapy Assistant program is competitive, and the program does not maintain a waiting list. Please consult the Occupational Therapy Assistant webpage on the college's website for specific program admission information.

Program Courses: **Credits**

General Education Core

Area I - Language Arts/Communications
      ENGL 1101 - Composition and Rhetoric   3
      SPCH 1101 - Public Speaking   3

Area II - Social/Behavioral Sciences
      PSYC 1101 - Introductory Psychology   3
      SOCI 1101 - Introduction to Sociology   3

PSYC 2250 - Abnormal Psychology	3

Area III: Natural Sciences/Mathematics

MATH 1111 - College Algebra	3
BIOL 2113 - Anatomy and Physiology I	3
BIOL 2113L - Anatomy and Physiology Lab I	1
BIOL 2114 - Anatomy and Physiology II	3
BIOL 2114L - Anatomy and Physiology Lab II	1

Area IV: Humanities/Fine Arts	3

Choose one of the following courses:

ENGL 2130 – American Literature
HUMN 1101 – Introduction to Humanities
ARTS 1101 – Art Appreciation
MUSC 1101 – Music Appreciation

Pre-requisite Occupational Courses

ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3

Occupational Courses

OCTA 1010 - Introduction to Occupational Therapy	3
OCTA 1040 - Conditions in Occupational Therapy	3
OCTA 1020 - Growth and Development	3
OCTA 1030 - Developmental Tasks	3
OCTA 1050 - Analysis of Human Movement	4
OCTA 2020 - Psychosocial Dysfunction Treatment Methods	3
OCTA 2090 - Geriatric Issues	4
OCTA 2040 - Pediatric Issues	4
OCTA 2060 - Physical Dysfunction	4
OCTA 2070 - Physical Dysfunction Treatment Methods	3
OCTA 2120 - Occupational Therapy Trends and Issues	3
OCTA 2130 - Therapeutic Adaptations	3
OCTA 2210 - Level II Fieldwork - A	8
OCTA 2220 - Level II Fieldwork - B	8
OCTA 2010 - Psychosocial Dysfunction	4

Total Hours:	**94**

PARAMEDIC TECHNOLOGY

PARAMEDIC TECHNOLOGY
Diploma

Program Purpose: The Paramedic Technology Program prepares candidates for successful employment in the field of emergency medical services. The Paramedic Technology program provides intense classroom and laboratory academic preparation as well as dynamic coordinative clinical and field experiences for the attainment of the skills and knowledge necessary for graduates to perform in the field of paramedic emergency medical technology.

The program of study provides students who hold current certification as an EMT with the opportunity to expand their skills to the paramedic level. Graduates of this program have completed the necessary requirements to sit for the NREMT Paramedic examination. Upon successful completion of this program, students will receive a Paramedic Technology diploma.

Admission Requirements: Admission to this program is competitive in nature. Factors such as grade point average will be taken into account. These factors are subject to change; please contact the ACCESS Center/Admissions for specific details.

Admission procedure: Submit a completed specific EMS admission packet in addition to regularly prescribed Chattahoochee Technical College admissions application procedures on or before established Chattahoochee Technical College deadlines. Students are accepted on the basis of course and space availability.

Additional Program Cost: Additional fees associated with this program may be assessed.

Semester Curriculum Not Yet Available

PHYSICAL THERAPIST ASSISTANT

PHYSICAL THERAPIST ASSISTANT   **PTA3**
Degree

Availability: North Metro Campus

Program Accreditation**:** The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association.

Program Purpose**:** The Physical Therapist Assistant program is a sequence of courses that prepares students for positions in hospitals and clinics with Physical Therapy departments.   Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.   The program emphasizes a combination of didactic and clinical instruction necessary for successful employment.   Program graduates receive a Physical Therapist Assistant Associate of Applied Science degree, have the qualifications of a physical therapist assistant, and are then eligible to sit for a state administered national examination for physical therapist assistants.

Program Length**:** A fulltime student who has successfully completed all pre-requisite courses with a C or better and who has been admitted into the Physical Therapist Assistant program can complete the Physical Therapist Assistant program in five semesters.

Admission Requirements: Students must meet all admission requirements of the college and have reached the age of 17. Students who intend to apply for the Physical Therapist Assistant program must enroll in the Health Sciences Certificate program to complete the associate degree level pre-requisite courses. The completion of the pre-requisite courses does not guarantee admission into the Physical Therapist Assistant program. Admission into the Physical Therapist Assistant program is competitive, and the program does not maintain a waiting list. Please consult the Physical Therapist Assistant webpage on the college's website for specific program admission information.

Program Courses: **Credits**

General Education Core
Area I: Language Arts/Communication
           ENGL 1101 – Composition and Rhetoric   3

Area II: Social/Behavioral Sciences
           PSYC 1101 – Introductory Psychology   3

PSYC 2103 – Human Development	3

Area III: Natural Sciences/Mathematics

BIOL 2113 – Anatomy and Physiology I	3
BIOL 2113L – Anatomy and Physiology Lab I	1
BIOL 2114 – Anatomy and Physiology II	3
BIOL 2114L – Anatomy and Physiology Lab II	1
MATH 1111 – College Algebra	3
PHYS 1110 – Conceptual Physics	3
PHYS 1110L – Conceptual Physics Lab	1
Area IV: Humanities/Fine Arts	3

Choose one of the following courses:

ENGL 2130 – American Literature

HUMN 1101 – Introduction to Humanities

ARTS 1101 – Art Appreciation

MUSC 1101 – Music Appreciation

Pre-requisite Occupational Courses

COMP 1000 – Introduction to Computers	3
ALHS 1090 – Medical Terminology for Allied Health Sciences	2

Occupational Courses

PHTA 1110 – Introduction to Physical Therapy	2
PHTA 1120 – Patient Care Skills	3
PHTA 1130 – Functional Anatomy and Kinesiology I	3
PHTA 1140 – Physical Therapy Procedures I	4
PHTA 2110 – Pathology I	4
PHTA 2120 – Rehabilitation I	3
PHTA 2130 – Physical Therapy Procedures II	4
PHTA 2140 – Clinical Education I	4
PHTA 2150 – Pathology II	4
PHTA 2160 – Rehabilitation II	3
PHTA 2170 – Kinesiology II	3
PHTA 2180 – Clinical Education II	4
PHTA 2190 – Clinical Education III	7
PHTA 2200 – Physical Therapist Assistant Seminar	1

Total Program Hours   **81**

PRACTICAL NURSING

PRACTICAL NURSING   **PN12**
Diploma

Program Purpose: The practical nursing program is designed to prepare students to become safe practitioners in the delivery of health care. The curriculum provides a strong foundation in the practice of nursing and prepares the student to function safely within the framework of the practical nursing role. Nursing theory is integrated with clinical experiences to provide the practical nursing student with the greatest opportunity to become clinically competent. The curriculum also incorporates the teaching of effective therapeutic communication techniques, critical thinking skills, and the development of sound nursing judgment and technical skills. Program graduates receive a practical nursing diploma and are eligible to sit for the National Council Licensing Examination for Practical Nurses (NCLEX-PN). After successful completion of the NCLEX-PN examination graduates are granted state licensure to practice nursing in Georgia as licensed practical nurses.

Program Length: A fulltime student who has successfully completed all pre-requisite courses with a C or better and who has been admitted into the Practical Nursing program can complete the Practical Nursing Diploma in three semesters.

Admission Requirements:
Students must meet all admission requirements of the college and have reached the age of 17. Students who intend to apply for the Practical Nursing program must enroll in the college's Health Care Assistant Certificate program to complete diploma level pre-requisite courses.

Admission into the Practical Nursing program is competitive, and the program does not maintain a waiting list. Please consult the appropriate Academic program on the college's website for specific program admission information.

Program Courses: **Credits**

Basic Skills (General Core) Courses
Area I: Language Arts/Humanities/Fine Arts
       ENGL 1010 – Fundamentals of English I   3

Area II: Social/Behavioral Sciences
       PSYC 1010 – Basic Psychology   3

Area III: Natural Sciences/Mathematics
       MATH 1012 – Foundations of Mathematics   3

Program-Specific General Education Course Requirements
     ALHS 1011 – Anatomy and Physiology   5

Occupational Courses
     COMP 1000 – Introduction to Computers   3
     ALHS 1060 – Diet and Nutrition 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

Total Program Hours   **60**

RADIOLOGIC TECHNOLOGY

RADIOLOGIC TECHNOLOGY   **RT23**
Degree

Availability: North Metro Campus

Program Accreditation: The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Program Purpose: The Radiography program is a sequence of courses that prepares students for positions in Radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Radiologic Technology Associate of Applied Science degree, and possess the qualifications of an entry-level radiographer and are eligible to take the national boards administered by the American Registry of Radiologic Technologists (ARRT) once all academic and clinical requirements are met.

Program Length:

Admission Requirements: Students must meet all admission requirements of the college and have reached the age of 17. Students who intend to apply for the Radiologic Technology program must enroll in the Health Sciences Certificate program to complete the associate degree level pre-requisite courses. The completion of the pre-requisite courses does not guarantee admission into the Radiologic Technology program. Admission into the Radiologic Technology program is competitive, and the program does not maintain a waiting list. Please consult the Radiologic Technology webpage on the college's website for specific program admission information.

Program Courses:	**Credits**
General Education Core	
Area I: Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric	
Area II: Social/Behavioral Sciences	3
PSYC 1101 – Introductory Psychology	
Area III: Natural Sciences/Mathematics	
BIOL 2113 – Anatomy and Physiology I	3

BIOL 2113L – Anatomy and Physiology Lab I	1
BIOL 2114 – Anatomy and Physiology II	3
BIOL 2114L – Anatomy and Physiology Lab II	1
MATH 1111 – College Algebra	3

Area IV: Humanities/Fine Arts   3

Choose one of the following courses:
> ENGL 2130 – American Literature
> HUMN 1101 – Introduction to Humanities
> ARTS 1101 – Art Appreciation
> MUSC 1101 – Music Appreciation

Pre-requisite Occupational Courses

ALHS 1090 – Medical Terminology for Allied Health Sciences	2
COMP 1000 – Introduction to Computers	3

Occupational Courses

RADT 1010 – Introduction to Radiology	4
RADT 1030 – Radiographic Procedures I	3
RADT 1060 – Radiographic Procedures II	3
RADT 1070 – Principles of Imaging I	6
RADT 1160 – Principles of Imaging II	6
RADT 1200 – Principles of Radiation Biology and Protection	3
RADT 1320 – Clinical Radiography I	4
RADT 1330 – Clinical Radiography II	7
RADT 2090 – Radiographic Procedures III	2
RADT 2190 – Radiographic Pathology	2
RADT 2260 – Radiologic Technology Review	3
RADT 2340 – Clinical Radiography III	6
RADT 2350 – Clinical Radiography IV	7
RADT 2360 – Clinical Radiography V	9

Total Program Hours   **90**

SURGICAL TECHNOLOGY

SURGICAL TECHNOLOGY   **ST12**
Diploma

Availability: North Metro Campus

Program Accreditation**:** The Surgical Technology diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Program Purpose: The Surgical Technology program prepares students to become qualified surgical technologists. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. A clinical rotation at a hospital is a vital part of the educational experience.

Graduates are prepared to function as an integral part of the team of medical practitioners that provide surgical care to patients in a variety of settings. They work under medical supervision to facilitate safe and effective surgical procedures. Duties of the surgical technologist may be performed in operating rooms, ambulatory surgical centers, central supply, labor and delivery areas, cardiac catheterization laboratories, private physicians' offices, organ procurement organizations, and other areas where invasive procedures are performed. Graduates are eligible to sit for the national certification examination.

Program Length: A fulltime student who has successfully completed all pre-requisite courses with a C or better and who has been admitted into the Surgical Technology program can complete the Surgical Technology Diploma in three semesters.

Admission Requirements:

Students must meet all admission requirements of the college and have reached the age of 17. Students who intend to apply for the Surgical Technology program must enroll in the college's Health Care Assistant Certificate program to complete diploma level pre-requisite courses.

Admission into the Surgical Technology program is competitive, and the program does not maintain a waiting list. Please consult the appropriate Academic program on the college's website for specific program admission information.

Program Courses: **Credits**

Basic Skills (General Core) Courses

Area I: Language Arts/Communication   3
        ENGL 1010 – Fundamentals of English I

Area II: Social/Behavioral Sciences   3
        PSYC 1010 – Basic Psychology

Area III: Natural Sciences/Mathematics   3
        MATH 1012 – Foundations of Mathematics

Program-Specific General Education Course Requirements   5
        ALHS 1011 – Anatomy and Physiology

Occupational Courses
        COMP 1000 – Introduction to Computers   3
        ALHS 1040 – Introduction to Health Care   3
        ALHS 1090 – Medical Terminology for Allied Health Sciences   2

        SURG 1010 – Introduction to Surgical Technology   6
        SURG 1020 – Principles of Surgical Technology   5
        SURG 1080 – Surgical Microbiology   2
        SURG 1100 – Surgical Pharmacology   2
        SURG 1120 – Introductory Surgical Practicum I   3
        SURG 1130 – Introductory Surgical Practicum II   3
        SURG 2030 – Surgical Procedures I   4
        SURG 2040 – Surgical Procedures II   4
        SURG 2120 – Specialty Surgical Practicum I   3
        SURG 2130 –Specialty Surgical Practicum II   3

        SURG 2140 –Advanced Specialty Surgical Practicum I   3

        SURG 2150 –Advanced Specialty Surgical Practicum II   3
        SURG 2240 – Seminar in Surgical Technology   2

Total Program Hours   **65**

TECHNICAL SPECIALIST

TECHNICAL SPECIALIST   **TC31**
Certificate

Program Purpose: The purpose of this certificate is to prepare students for positions in business that require written and oral communication skills along with the technical proficiency to translate technical information to various audiences and in various formats. Program objectives include providing students with an appreciation of the cultural and social context of the writing audience; developing an understanding of the basic psychological principles that affect oral and written communications; and develop scientific and/or mathematical skills that enable them to understand technical writing tasks. This certificate program provides students with the computer, word processing and presentation software fundamentals.

The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the TCC courses.   All TCCs offered at the college require a minimum of appropriate certificate/diploma placement test scores OR completion of any required learning support courses through the 0097 level.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)
Area I:

    Language Arts/Communication   3
    Successful completion of ENGL 1101 Composition and Rhetoric is required
        Other Area I courses include:
        ENGL 1102 – Literature and Composition
        SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3
    (Choose One of the Following)
    ECON 1101 – Principles of Economics
    ECON 2105 – Macroeconomics
    ECON 2106 – Microeconomics
    HIST 1111 – World History I
    HIST 1112 – World History II
    HIST 2111 – U.S. History I
    HIST 2112 – U.S. History II
    POLS 1101 – American Government
    PSYC 1101 – Introductory Psychology
    SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics 3
        Choose one of the following courses
                MATH 1101 – Mathematical Modeling
                MATH 1111 – College Algebra
                MATH 1112 – College Trigonometry
                MATH 1113 – Precalculus

Area IV: Humanities/Fine Arts 3
        (Choose One of the Following)
        ARTS 1101 – Art Appreciation
        ENGL 2130 – American Literature
        HUMN 1101 – Humanities
        MUSC 1101 – Music Appreciation

General Education Core Requirements 3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

COMP 1000 – Introduction to Computers 3

Occupational Guided Electives 18
        ACCT 1100 – Financial Accounting I
        BUSN 1440 – Document Production
        CIST 1001 – Computer Concepts
        MGMT 1100 – Principles of Management
        MKTG 1100 – Principles of Marketing
        DMPT 1000 – Introduction to Design and Media Production
        Any Gen Ed core course in Area I, II, III, or IV

Total Program Hours **36**

TELEVISION PRODUCTION TECHNOLOGY

TELEVISION PRODUCTION TECHNOLOGY   **TP13**
Associate of Applied Science Degree

<u>Availability:</u> Mountain View Campus

<u>Program Purpose:</u> The Television Production Technology program is designed to allow students to gain education and training for careers in the television production field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of technical courses and supporting courses. Graduates of the program will have a wide variety of job opportunities in the television production field in the areas of video, audio, lighting, animation, and non-linear editing.

Program Courses: **Credits**

General Education Core (Required Minimum: 15 Semester Credit Hours)

Area I: Language Arts/Communication   3
        Successful completion of ENGL 1101 Composition and Rhetoric is required
                Other Area 1 courses include:
                ENGL 1102 – Literature and Composition
                SPCH 1101 – Public Speaking

Area II: Social/Behavioral Sciences   3

        (Choose One of the Following)
        ECON 1101 – Principles of Economics
        ECON 2105 – Macroeconomics
        ECON 2106 – Microeconomics
        HIST 1111 – World History I
        HIST 1112 – World History II
        HIST 2111 – U.S. History I
        HIST 2112 – U.S. History II
        POLS 1101 – American Government
        PSYC 1101 – Introductory Psychology
        SOCI 1101 – Introduction to Sociology

Area III: Natural Sciences/Mathematics   3
        (Choose One of the Following)
        MATH 1101 – Mathematical Modeling
        MATH 1111 – College Algebra

Area IV: Humanities/Fine Arts   3

(Choose One of the Following)
ARTS 1101 – Art Appreciation
ENGL 2130 – American Literature
HUMN 1101 – Humanities
MUSC 1101 – Music Appreciation

General Education Core Requirements   3

To meet the minimum required 15 semester credit hours in General Core courses an additional 3 semester credit hours must be selected from a course in Area I, Area II, Area III, or Area IV. Science courses in BIOL, CHEM, and PHYS may also satisfy this requirement.

Occupational Courses

COMP 1000 – Introduction to Computers   3

DMPT 1500 – Introduction to Television Production   4
DMPT 1010 – Raster Imaging   5
DMPT 1505 – Introduction to Digital Post Production   4
DMPT 2500 – Intermediate Multi-Camera Production   3
DMPT 2505 – Intermediate Digital Post Production   4
DMPT 2510 – Field Video Production   4
DMPT 2515 – Intermediate Audio for Television   4
DMPT 2525 – Writing for Broadcast   4
DMPT 2620 – Intermediate Graphics for Television   4
DMPT 2930 – Exit Review   4
Complete Three of the following courses: 11-12
    DMPT 2520 – Lighting for Television
    DMPT 2530 – Advanced Video Projects
    DMPT 2535 – Mass Communications
    DMPT 2540 – Aesthetics in Production
    DMPT 2605 – Intro. to Video Compositing and Broadcast Animation
    DMPT 2610 – Intermediate Video Compositing and Broadcast Animation
    DMPT 2905 – Practicum/Internship II

Total Program Hours   69-70

WELDING AND JOINING TECHNOLOGY

WELDING AND JOINING TECHNOLOGY   **WAJ2**
Diploma

Availability: Appalachian Campus

Program Purpose: The Welding and Joining Technology program includes training in shielding metal arc, oxyacetylene, tungsten inert gas, metallic inert gas, oxyfuel gas cutting, plasma arc cutting, and gouging. Students also learn about metals, electrodes, and filler materials. Some classroom training is involved, but the major emphasis is development of welding skills through actual hands-on practice. Career Information: Welders are usually employed in metal working industries, auto-manufacturing companies, construction firms, or in the field of repair and maintenance. Potential positions include welder helpers, arc welder, oxyacetylene welder, gas shielded welder, repair welder, combination welder, fitter welder, production line welder, salvage welder, and welding-machine operator (or helper). Opportunities in welding exist for males and females.

Program Courses:	**Credits**
Basic Skills (General Core) Courses	
Area I: Language Arts/Communication	3
ENGL 1010 – Fundamentals of English I	
Area II: Social/Behavioral Sciences	2
EMPL 1000 – Interpersonal Relations and Professional Development OR	
PSYC 1010 – Basic Psychology	
Area III: Natural Sciences/Mathematics	3
MATH 1012 – Foundations of Mathematics	
Occupational Courses	
COMP 1000 – Introduction to Computers	3
WELD 1000 – Introduction to Welding Technology	3
WELD 1010 – Oxyfuel Cutting	3
WELD 1030 – Blueprint Reading for Welding Technology	3
WELD 1040 – Flat Shielded Metal Arc Welding	4
WELD 1050 – Horizontal Shielded Metal Arc Welding	4
WELD 1060 – Vertical Shielded Metal Arc Welding	4
WELD 1070 – Overhead 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	3
Choose One of the Following Program Electives:	3

WELD 1150 – Advanced Gas Tungsten Arc Welding
WELD 1151 – Fabrication Processes
WELD 1152 – Pipe Welding
WELD 1153 – Flux Cored Arc Welding
WELD 1154 – Plasma Cutting
WELD 1156 – Ornamental Iron Works
WELD 1330 – Metal Welding and Cutting Techniques

Total Program Hours   **50**

COURSE DESCRIPTIONS

Course Abbreviations

Chattahoochee Technical College uses the following abbreviations to identify courses.

Course Name	Abbreviation
Accounting	ACCT
Air Conditioning Technology	AIRC
Allied Health Sciences	ALHS
American Government	POLS
Art Appreciation	ARTS
Associate Degree Nursing	RNSG
Automotive Collision Repair	ACRP
Automotive Technology	AUTT
Biology	BIOL
Biomedical Engineering Technology	BMET
Business Administrative Technology	BUSN
Business Management	MGMT
Certified Nursing Assistant	CNAT
Chemistry	CHEM
Computer Information Systems	CIST
College Success	COLL
Commercial Truck Driving	CTDL
Cosmetology	COSM
Criminal Justice	CRJU
Culinary Arts	CUUL
Diesel Equipment Technology	DIET
Design and Media Production Technology	DMPT
Drafting Technology	DFTG
Early Childhood Care & Education	ECCE
Economics	ECON
Electrical Systems Technology	ELTR
Electronics/Computer Engineering Technology	ECET
Electronics Fundamentals	ELCR
English	ENGL
Esthetics	ESTH
Fire Science Technology	FRSC
Health Information Technology	HIMT
History	HIST

Courses are arranged in alphabetical/numerical order. Credit hours for the courses and prerequisites/co-requisites are specified in parentheses. Institutional Credit is designated for Learning Support courses by the letters I.C. following the number of credit hours. LEARNING SUPPORT courses cannot be used for elective credit to meet graduation requirements. Unless otherwise specified, regular admission is a prerequisite for registration for all credit courses.

ACCT 1100, Financial Accounting I (Credit: 4) (Prerequisite: Program admission) 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 (Credit: 4) (Prerequisite: ACCT 1100 with a grade of *C* or better) Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.

ACCT 1110, Managerial Accounting (Credit: 3) (Prerequisite: ACC 1105 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: ACC 1100 and COMP 1000 both with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: COMP 1000 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: 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 (Credit: 3) (Prerequisite: ACCT 1100 with a grade of *C* or better) 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 2120, Business Tax Accounting (Credit: 3) (Prerequisite: None; Co-requisite: 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 2135, Introduction to Governmental and Nonprofit Accounting (Credit: 3) (Prerequisite: ACCT 1105 with a grade of *C* or better) Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

ACCT 2140, Legal Environment of Business (Credit: 3) (Prerequisite: Program Admission) 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 (Credit: 3) (Prerequisite: None) Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACCT 2150, Principles of Auditing (Credit: 3) (Prerequisite: ACCT 1105 with a grade of *C* or better) Introduces the student to the auditors responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.

ACCT 2155, Principles of Fraud Examination (Credit: 3) (Prerequisite: Program admission) Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

ACRP 1000, Introduction to Auto Collision Repair (Credit: 4) (Prerequisite: Provisional admission) This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

ACRP 1005, Automobile Component Repair and Replacement (Credit: 4) (Prerequisite: None; Co-requisite: 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 (Credit: 5) (Prerequisite: None; Co-requisite: ACRP 1000) This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

ACRP 1015, Fundamentals of Automotive Welding (Credit: 4) (Prerequisite: Program admission; Co-requisite: ACRP 1000) This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

ACRP 1018, Mechanical and Electrical Systems (Credit: 4) (Prerequisites: Program admission; Co-requisite: ACRP 1000) This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 2000, Introduction to Refinishing (Credit: 5) (Prerequisite: Provisional admission; Co-requisite: ACR 1000 and ACRP 1010) This course introduces the hand and pneumatic tools, spray guns, materials and procedures involved in preparing automobile bodies for refinishing. Typical methods and techniques used in detailing a refinished automobile surface are also introduced in this course.

ACRP 2005, Fundamentals of Refinishing I (Credit: 5) (Prerequisite: Program admission; Co-requisite: ACR 1000 and ACRP 2000) The course introduces the spray gun equipment, materials, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing theories and procedures.

ACRP 2008, Fundamentals of Refinishing II (Credit: 3) (Prerequisite: None; Co-requisite: ACRP 2005) This course further expands on the spray gun equipment, materials, and techniques used in the application of special paints to automobile finishes introduced in Fundamentals of Refinishing I. Emphasis will be placed on blending, tinting, and matching colors.

ACRP 2009, Refinishing Internship (Credit: 3) (Prerequisite: ACRP 1000 with a grade of *C* or better; Co-requisite: ACRP 2005 and 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 (Credit: 5) (Prerequisite: ACRP 1000 with a grade of *C* or better; Co-requisite: 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 (Credit: 5) (Prerequisite: ACRP 1000 with a grade of *C* or better; Co-requisite: ACRP 2010) This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.

ACRP 2019, Major Collision Repair Internship (Credit: 3) (Prerequisite: ACRP 1000 with a grade of *C* or better; Co-requisite: ACRP 2010 and ACRP 2015) Provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

AIRC 1005, Refrigeration Fundamentals (Credit: 4) (Prerequisites: Provisional admission) 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 (Credit: 4) (Prerequisite: AIRC 1005 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: AIRC 1005 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: Provisional admission) 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 (Credit: 4) (Prerequisite: AIRC 1030 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: None; Co-requisite: 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 (Credit: 4) (Prerequisites: None; Co-requisites: AIRC 1010 and AIRC 1030) Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, splitsystems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070, Gas Heat (Credit: 4) (Prerequisite: AIRC 1030 with a grade of *C* or better) 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 (Credit: 4) (Prerequisites: AIRC 1010 and AIRC 1030 both with a grade of *C* or better) 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 (Credit: 4) (Prerequisites: AIRC 1010 and AIRC 1030 both with a grade of *C* or better) 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.

ALHS 1010, Introduction to Anatomy and Physiology (Credit: 4) (Prerequisite: Program admission.) Provides a study of medical terminology and the basic study of structure and function of the human body. It provides an overview of the functions of each body system and the medical terminology associated with each system. This course is intended for students in non-medical programs and is designed to provide medical terminology and basic knowledge of anatomy and physiology.

ALHS 1011, Anatomy and Physiology (Credit: 5) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Provisional admission) 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 Science (Credit: 2) (Prerequisite: Program admission) 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 (Credit: 2) (Prerequisite: Provisional admission) 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.

ARTS 1101, Art Appreciation (Credit: 3) (Prerequisite: ENGL 1101 with a grade of *C* or better) 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.

AUTT 1010, Automotive Technology Introduction (Credit: 2) (Prerequisite: Provisional admission) 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 (Credit: 7) (Prerequisite: None; Co-requisite: AUTT 1010) Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of

batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1030, Automotive Brake Systems (Credit: 4) (Prerequisite: None; Co-requisite: 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 (Credit: 7) (Prerequisite: AUTT 1020 with a grade of *C* or better) Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

AUTT 1050, Automotive Suspension and Steering Systems (Credit: 4) (Prerequisite: None; Co-requisite: 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 (Credit: 5) (Prerequisite: AUTT 1020 with a grade of *C* or better) 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 (Credit: 4) (Prerequisites: AUTT 1010, AUTT 1020, and AUTT 1030, each with a grade of *C* or better) 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 (Credit: 6) (Prerequisite: None; Co-requisite: AUTT 1010) This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics

include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUTT 2020, Automotive Manual Drive Train & Axles (Credit: 4) (Prerequisite: None; Co-requisite: 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 (Credit: 5) (Prerequisite: AUTT 1020 with a grade of *C* or better) Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

AUTT 2100, Automotive Alternative Fuel Vehicles (Credit: 4) (Prerequisite: AUTT 1020 with a grade of *C* or better) This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

BIOL 1111, Biology I (Credit: 3) (Prerequisite/Co-requisite: ENGL 1101; Co-requisite: 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 use of basic laboratory techniques and equipment.

BIOL 1111L, Biology Lab I (Credit: 1) (Prerequisite/Co-requisite: ENGL 1101; Co-requisite: BIOL 1111) Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology cell structure.

BIOL 1112, Biology II (Credit: 3) (Prerequisite: BIOL 1111 and BIOL 1111L both with a grade of *C* or better; Prerequisite/Co-requisite: ENGL 1101; Co-requisite: BIOL 1112L) Provides an introduction to basic evolutionary concepts. Also, the course emphasizes animal and plant diversity, structure and function including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 1112L, Biology Lab II (Credit: 1) (Prerequisite: BIOL 1111 and BIOL 1111L both with a grade of *C* or better; Prerequisite/Co-requisite: ENGL 1101; Co-requisite: BIOL 1112) Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include principles of

evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 2113, Anatomy and Physiology I (Credit: 3) (Prerequisite/Co-requisite: ENGL 1101; Co-requisite: BIOL 2113L) Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

BIOL 2113L, Anatomy and Physiology Lab I (Credit: 1) (Prerequisite/Co-requisite: ENGL 1101; Co-requisite: BIOL 2113) Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

BIOL 2114, Anatomy and Physiology II (Credit: 3) (Prerequisite: BIOL 2113 and BIOL 2113L both with a grade of *C* or better; Co-requisite: BIOL 2114L) Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

BIOL 2114L, Anatomy and Physiology Lab II (Credit: 1) (Prerequisites: BIOL 2113 and BIOL 2113L both with a grade of *C* or better; Co-requisite: 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 (Credit: 3) (Prerequisites: BIOL 2113 and BIOL 2113L both with a grade of *C* or better; Co-requisite: 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 (Credit: 1) (Prerequisites: BIOL 2113 and BIOL 2113L both with a grade of *C* or better; Co-requisite: 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.

BMET 1231, Medical Equipment Function and Operation I (Credit: 4) (Prerequisite: ECET 1101 with a grade of *C* or better) This course introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

BMET 2242, Medical Equipment Function and Operation II (Credit: 4) (Prerequisite: BMET 1231 with a grade of *C* or better) Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electro-surgery units, and hemodialysis machines.

BMET 2343, Internship Medical Systems (Credit: 3) (Prerequisite: BMET 1231 with a grade of *C* or better) Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

BUSN 1100, Introduction to Keyboarding (Credit: 3) (Prerequisite: 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 (Credit: 2) (Prerequisite: COMP 1000 with a grade of *C* or better) Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1240, Office Procedures (Credit: 3) (Prerequisite: COMP 1000) Emphasizes essential skills required for the business office.

BUSN 1250, Records Management (Credit: 3) (Prerequisites: None) Introduces records management concepts for use in any office environment. Topics include: Basic Records Management Concepts; Alphabetic, Numeric, Subject, and Geographic Filing; and Records Retention, Transfer, and Disposition of Records.

BUSN 1400, Word Processing Applications (Credit: 4) (Prerequisite: COMP 1000 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: COMP 1000 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: COMP 1000 with a grade of *C* or better) This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

BUSN 1430, Desktop Publishing and Presentation Applications (Credit: 4) (Prerequisite: COMP 1000 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: BUSN 1100 with a grade of *C* or better or the ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors. Co-requisite: 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 (Credit: 2) (Prerequisites: Program admission and COMP 1000 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: BUSN 1440 and ENGL 1010 or ENGL 1101 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: BUSN 1240, BUSN 1400, BUSN 1410, and BUSN 1440, each with a grade of *C* or better; Co-requisites: ACCT 1100, BUSN 2190) This course focuses on applying knowledge and skills learned in all prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

CHEM 1151, Survey of Inorganic Chemistry (Credit: 3) (Prerequisite: MATH 1111 with a grade of *C* or better; Co-requisite: CHEM 1151L; Prerequisite/Co-requisite: ENGL 1101) Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

CHEM 1151L, Survey of Inorganic Chemistry Lab (Credit: 1) (Prerequisite: MATH 1111 with a grade of *C* or better; Co-requisite: CHEM 1151; Prerequisite/Co-requisite: ENGL 1101) Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

CHEM 1152, Survey of Organic Chemistry and Biochemistry (Credit: 3) (Prerequisite: CHEM 1151 and CHEM 1151L both with a grade of *C* or better; Co-requisite: CHEM 1152L) Provides an introduction to

organic chemistry and biochemistry. This survey will include an overview of the properties, structure, nomenclature, reactions of hydrocarbons, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides; the properties, structure, and function of carbohydrates, lipids, proteins, and enzymes, as well as, intermediary metabolism. Topics include basic principles, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

CHEM 1152L, Survey of Organic Chemistry and Biochemistry Lab (Credit: 1) (Prerequisite:CHEM 1151 and CHEM 1151L both with a grade of *C* or better; Co-requisite: CHEM 1152) Selected laboratory exercises paralleling the topics in CHEM 1152. The laboratory exercises for this course include basic principles of organic chemistry, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

CIST 1001, Computer Concepts (Credit: 4) (Prerequisite: 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 1122, Hardware Installation and Maintenance (Credit: 4) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: 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 1220, Structured Query Language (SQL) (Credit: 4) (Prerequisites: CIST 1001 and CIST 1305 both with a grade of *C* or better) Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

CIST 1305, Program Design and Development (Credit: 3) (Prerequisite: 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, object oriented programming, the four logic structures, file processing concepts, and arrays.

CIST 1401, Computer Networking Fundamentals (Credit: 4) (Prerequisite: Program admission) Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

CIST 1510, Web Development I (Credit: 3) (Prerequisite: None) Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

CIST 1520, Scripting Technologies (Credit: 3) (Prerequisite: CIST 1510 with a grade of *C* or better) Students learn how to use the features and structure of a client side scripting language, explore the features on server side scripting and develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

CIST 1530, Web Graphics I (Credit: 3) (Prerequisite: Program admission) Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

CIST 1540, Web Animation I (Credit: 3) (Prerequisite: Program admission) In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

CIST 1601, Information Security Fundamentals (Credit: 3) (Prerequisite: Program admission) 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 1601S, Information Security Fundamentals (Credit: 3) (Prerequisite: Program admission in Information Security Specialist; Co-requisite: 1602S) 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. This course is restricted to Information Security Specialist majors. Students will develop an Acceptable Use Policy.

CIST 1602, Security Policies and Procedures (Credit: 3) (Prerequisite: None) This course provides knowledge and experience to develop and maintain security policies and procedures. Students will

explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy.

CIST 1602S, Security Policies and Procedures (Credit: 3) (Prerequisite: Program admission in Information Security Specialist; Co-requisite: CIST 1601S) 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. This course is restricted to Information Security Specialist majors.

CIST 2122, A+ Preparation (Credit: 3) (Prerequisite: CIST 1122 with a grade of *C* or better) 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 2311, Visual Basic I (Credit: 4) (Prerequisites: CIST 1305 with a grade of *C* or better) Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsoft's Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

CIST 2341, C# Programming I (Credit: 4) (Prerequisite: CIST 1305 with a grade of *C* or better) This course is designed to teach the basic concepts and methods of objected-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

CIST 2342, C# Programming II (Credit: 4) (Prerequisite: CIST 2341 with a grade of *C* or better) This course is an intermediate course in C#.NET Programming. It is assumed that the student knows the C#.NET syntax as well as basic object oriented concepts. Intermediate C#.NET teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational databases. Advanced features of C# windows programming are explored.

CIST 2343, C# Programming III (Credit: 4) (Prerequisite: CIST 2342 with a grade of *C* or better) This course is an advanced course in C#.NET programming. It is assumed that the student is fairly familiar with the C#.NET programming language. The goal of this course is to help students understand how to use C# to build industry level dynamic Web-based applications. The course covers in detail how to use

C# to develop an Enterprise level Web Application. The students will learn how to use HTML to build the Client-Side, and how to use C# for the Server side processing of data and talking to databases.

CIST 2351, PHP Programming I (Credit: 5) (Prerequisites: CIST 1305 and CIST 1510 both with a grade of *C* or better) An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

CIST 2352, PHP Programming II (Credit: 4) (Prerequisite: CIST 2351 with a grade of *C* or better) Reinforces and extends the concepts learned in PHP Programming I. Topics include: Database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.

CIST 2371, Java Programming I (Credit: 4) (Prerequisite: CIST 1305 with a grade of *C* or better) This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2372, Java Programming II (Credit: 4) (Prerequisite: CIST 2371 with a grade of *C* or better) This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

CIST 2373, Java Programming III (Credit: 4) (Prerequisite: CIST 2372 and CIST 1510 both with a grade of *C* or better) This course is a course in building Web Applications using Java 2 Enterprise Edition (J2EE). It is assumed that the student knows Java Standard Edition as the concepts and techniques build on that foundation. The student will install Web, Application and Database servers. The student will learn to build Web Applications using J2EE technologies, such as Servlets, Java Server Pages and Enterprise JavaBeans.

CIST 2381, Mobile Application Development (Credit: 4) (Prerequisite: CIST 1305 with a grade of *C* or better) This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

CIST 2411, Microsoft Client (Credit: 4) (Co-requisite: CIST 2413) Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412, Microsoft Server Directory Services (Credit: 4) (Co-requisite: CIST 2414) 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 (Credit: 4) (Co-requisite: CIST 2411) Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

CIST 2414, Windows Server Administrator (Credit: 4) (Prerequisite: CIST 2413 with a grade of *C* or better; Co-requisite: CIST 2412) Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

CIST 2431, UNIX/Linux Introduction (Credit: 4) (Co-requisite: CIST 2434) This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CIST 2432, UNIX/Linux Server (Credit: 4) (Prerequisite: CIST 2434 with a grade of *C* or better; Co-requisite: CIST 2433) This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

CIST 2433, UNIX/Linux Advanced Server (Credit: 4) (Co-requisite: CIST 2432) This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

CIST 2434, UNIX/Linux Scripting (Credit: 4) (Co-requisite: CIST 2431) Course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables, running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

CIST 2451, Cisco Network Fundamentals (Credit: 4) (Co-requisite: CIST 2452) This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the

encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

CIST 2452, Cisco Routing Protocols and Concepts (Credit: 4) (Co-requisite: CIST 2451) The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

CIST 2453, LAN Switching/Wireless (Credit: 4) (Prerequisite: CIST 2452 with a grade of *C* or better) The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

CIST 2454, CISCO Accessing the WAN (Credit: 4) (Co-requisite: CIST 2453) Provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting.

CIST 2510, Web Technologies (Credit: 3) (Prerequisite: Program admission) In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

CIST 2541, Web Animation II (Credit: 3) (Prerequisites: CIS 1540 with a grade of *C* or better) In this continuation of Web Animation I, students build on their basic scripting knowledge to incorporate advanced scripting techniques in an animated project. They will also explore how to create realistic graphics using inverse kinematics, how to create and edit advanced tweens and how to incorporate various media types into a Web based animation or movie. The course concludes with the completion of a Web animation project.

CIST 2550, Web Development II (Credit: 3) (Prerequisites: CIST 1220, CIST 1510, and CIST 1520 each with a grade of *C* or better) Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

CIST 2580, Interactive and Social Apps Integration (Credit: 4) (Prerequisites: CIST 1305 and CIST 2550 both with a grade of *C* or better) This course explores social and interactive web application technology and its effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

CIST 2601, Implementing Operating Systems Security (Credit: 4) (Prerequisites: CIST 1401 or CIST 2451 and CIST 1611 both with a grade of *C* or better; Co-Requisite: 2612) This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

CIST 2602, Network Security (Credit: 4) (Prerequisite: 2602S; Co-requisites: CIST 2611) This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

CIST 2611, Implementing Internet/Intranet Firewalls (Credit: 4) (Prerequisite: 2602S; Co-requisite: CIST 2602). Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

CIST 2612, Computer Forensics (Credit: 4) (Co-requisite: CIST 2601) 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 2921, IT Analysis Design and Project Management (Credit: 4) (Prerequisite: CIST 1305 with a grade of *C* or better) IT Analysis, Design, and Project Management will provide a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

CIST 2931, Advanced Systems Project (Credit: 4) (Prerequisite: Program instructor approval) A capstone course providing a realistic business experience for students working in a team to develop a complete systems project in a single academic term. Topics include: Project Management, Systems Design and Development, Software Development Methodologies, User Interface Design, File Maintenance Programming, Program Design, Systems Documentation, User Documentation, Presentation, and Demonstration.

CIST 2950, Web Systems Project (Credit: 3) (Prerequisite: Program instructor approval) CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

CIST 2991, CIST Internship I (Credit: 3) (Prerequisite: Program instructor approval) Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. To attain additional internship credit hours, the student can take CIST2992 (4 credit hours) and/or CIST2993 (5 credit hours).

COLL 1000 Student Success and Orientation Course (Credit: 1) (Prerequisite: Provisional admission) Helps students to develop stronger academic skills that will enable them to perform better in their courses of study. Topics include: reading comprehension, study skills, time management, taking tests,

test anxiety, campus resources, career planning, stress management, diversity issues, taking notes, health and wellness, communications skills, and relationships. (2-0-0-1)

COMP 1000, Introduction to Computers (Credit: 3) (Provisional admission) Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

COSM 1000, Introduction to Cosmetology Theory (Credit: 5) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: None; Co-requisite: 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 (Credit: 2) (Prerequisite: None; Co-requisite: 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 Version 3(Credit: 3) (Prerequisite: None; Co-requisite: 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 (Credit: 3) (Prerequisite: None; Co-requisite: 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: raiding/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 (Credit: 3) (Prerequisite/Co-requisite: COSM 1000) Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

COSM 1060, Fundamentals of Skin Care (Credit: 3) (Prerequisite/ Co-requisite: 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 (Credit: 3) (Prerequisite/Co-requisite: COSM 1000) Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080, Cosmetology Practicum I (Credit: 4) (Prerequisites/Co-requisites: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, and COSM 1070) Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090, Cosmetology Practicum II (Credit: 4) (Prerequisite/Co-requisite: COSM 1080) Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100, Cosmetology Practicum III (Credit: 4) (Prerequisite/Co-requisite: COSM 1090) Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110, Cosmetology Practicum IV (Credit: 4) (Prerequisite/Co-requisite: 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 1120, Salon Management (Credit: 3) (Prerequisite: COSM 1000 with a grade of *C* or better) 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.

CRJU 1010, Introduction to Criminal Justice (Credit: 3) (Prerequisite: Provisional Admission) Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJU 1030, Corrections (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisites: Program admission, CRJU 1010, and CRJU 1030 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Program admission and CRJU 1010 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Program admission and CRJU 1010 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Program admission and CRJU 1010 with a grade of *C* or better) 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 1065, Community-Oriented Policing (Credit: 3) (Prerequisites: Program admission and CRJU 1010 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Program admission and CRJU 1400 with a grade of *C* or better) 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 1400, Ethic and Cultural Perspectives for Criminal Justice (Credit: 3) (Prerequisites: Program admission, CRJU 1010, CRJU 1030, and CRJU 1040 each with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Program admission and CRJU 1400 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Program admission and CRJU 1400 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Program admission and CRJU 1010 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Program admission and CRJU 1400 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Program admission, CRJU 1010, CRJU 1030, CRJU 1040, CRJU 1068, CRJU 1400, CRJU 2020, CRJU 2050, and CRJU 2070 each with a grade of *C* or better) 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 (Credit: 3) (Pre-requisite: Program Admission, CRJU 1010, CRJU 1030, CRJU 1040, CRJU 1068, CRJU 1400, CRJU 2020, CRJU 2050 and CRJU 2070 each with a grade of *C* or better) Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2110, Homeland Security (Credit: 3) (Prerequisite: Program admission) The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

CSSP 1010, Central Sterile Supply Processing Technician (Credit: 5) (Prerequisite: Program admission) This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam.

CSSP 1020, Central Sterile Supply Processing Technician Practicum (Credit: 11) (Prerequisite: Program admission) This course complements CSSP 1010 Central Sterile Supply Processing Technician, providing the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

CTDL 1010, Fundamentals of Commercial Driving (Credit: 3) Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTDL 1020, Combine Vehicle Basic Operation and Range Work (Credit: 3) (Prerequisite: CTDL 1010 with a grade of *C* or better) This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

CTDL 1030, Combination Vehicle Advanced Operations (Credit: 4) (Prerequisite: CTDL 1020 with a grade of *C* or better) Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

CTDL 1040, Commercial Driving Internship (Credit: 3) (Co-requisite: CTDL 1020) Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL-1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students' driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.

CUUL 1000, Fundamentals of Culinary Arts (Credit: 4) (Prerequisites: MATH 1012 or MATH 1100, MATH 1101 or MATH 1111 AND ENGL 1010 or ENGL 1101 each with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: 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 (Credit: 4) (Prerequisite/Co-requisite: 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 (Credit: 4) (Prerequisite: CUUL 1120 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: CUUL 1120 with a grade of *C* or better) 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 (Credit: 5) (Prerequisite: CUUL 1120 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: CUUL 1120 with a grade of *C* or better) This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

CUUL 2130, Culinary Practicum and Leadership (Credit: 6) (Prerequisites: CUUL 1220 and CUUL 1320 both with a grade of *C* or better) 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 semester. On-the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity. 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 2160, Contemporary Cuisine I (Credit: 4) (Prerequisites: CUUL 1220 and CUUL 1320 both with a grade of *C* or better) 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.

DFTG 1015, Practical Geometry and Trigonometry for Drafting Technology (Credit: 3) (Prerequisite: MATH 1013 with a grade of *C* or better) This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

DFTG 1101, CAD Fundamentals (Credit: 4) (Prerequisite: Provisional admission; Co-requisite: COMP 1000) Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

DFTG 1103, Technical Drawing I (Credit: 4) (Prerequisite: DFTG 1101 with a grade of *C* or better) Technical Drawing I provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105, 3D Mechanical Modeling (Credit: 4) (Prerequisite: DFTG 1103 with a grade of *C* or better) In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

DFTG 1107, Technical Drawing II (Credit: 3) (Prerequisite: DFTG 1103 with a grade of *C* or better; Co-requisite: DFTG 1105) Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1109, Technical Drawing III (Credit: 4) (Prerequisite: DFTG 1105 with a grade of *C* or better) Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

DFTG 1111, Technical Drawing IV (Credit: 4) (Prerequisite: DFTG 1103 with a grade of *C* or better) This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

DFTG 1113, Technical Drawing V (Credit: 4) (Prerequisite: DFTG 1111 with a grade of *C* or better) Technical Drawing V provides knowledge and skills necessary to create working drawings for the

manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DFTG 1125, Architectural Fundamentals (Credit: 4) (Prerequisite: 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 (Credit: 4) (Prerequisite: 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 (Credit: 4) (Prerequisite: DFTG 1125 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: DFTG 1129 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: DFTG 1125 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: 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 (Credit: 3) (Prerequisite: DFTG 1103 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: DFTG 1127 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: DFTG 1105 with a grade of *C* or better) In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multibody parts assemblies, and basic animation techniques for mechanical assembly presentations.

DFTG 2110, Blueprint Reading for Technical Drawing I (Credit: 2) (Prerequisite: Provisional admission) Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

DFTG 2300, Drafting Technology Practicum/Internship 3 (Credit: 3) (Prerequisite: Advisor approval) 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 (Credit: 4) (Prerequisite: Advisor approval) Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2500, Drafting Technology Exit Review (Credit: 3) (Prerequisite: Advisor approval) Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

DFTG 2600, Drafting Technology Practicum/Internship 6 (Credit: 6) (Prerequisite: Advisor approval) 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 (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 7) (Prerequisite: None; Co-requisite: DIET 1000) This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

DIET 1020, Preventative Maintenance (Credit: 5) (Prerequisite: None; Co-requisite: 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 (Credit: 7) (Prerequisite: None; Co-requisite: DIET 1010) This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel

management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

DIET 1040, Diesel Truck and Heavy Equipment HVAC Systems (Credit: 3) (Prerequisite: None; Co-requisite: 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 2000, Truck Steering and Suspension Systems (Credit: 4) (Prerequisite: None; Co-requisite: 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 (Credit: 6) (Prerequisite: None; Co-requisite: 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 Fundamentals (Credit: 6) (Prerequisites: DIET 1000 and DIET 1010 both with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: None; Co-requisite: DIET 1000 and 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 (Credit: 6) (Prerequisite: None; Co-requisite: DIET 1000 and 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 Auxiliary Systems (Credit: 6) (Prerequisites: DIET 1010 with a grade of *C* or better; Co-requisite: 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 Drivetrains (Credit: 6) (Prerequisite: None; Co-requisite: DIET 1000 and 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.

DMPT 1000, Introduction to Design and Media Production (Credit: 6) (Prerequisite: None) Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software. Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography.

DMPT 1005, Vector Graphics (Credit: 5) (Prerequisite: None) This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for the various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.

DMPT 1010, Raster Imaging (Credit: 5) (Prerequisite: DMPT 1000 or DMPT 1500 with a grade of *C* or better) In the Raster Imaging course, the student becomes acquainted with the concepts and software related raster image manipulation. The student is introduced to the workspace and tools used in an image editing software and will learn basic image editing techniques.

DMPT 1020, Introduction to Photography (Credit: 4) (Prerequisites: Provisional admission) Introduces student to an overview of photography. Students will be introduced to parts of a camera, photography processes and lighting setup, and will complete various projects using a camera.

DMPT 1025, Production Photography (Credit: 4) (Prerequisite: None) Students will produce photographs using a variety of commercial lighting techniques and common studio setups, and compositing practices. Students will be required to produce a portfolio of their photography in a variety of formats.

DMPT 1500, Introduction to Television Production (Credit: 4) (Prerequisites: ENGL 1101 with a grade of *C* or better and MATH 1111 ready) An introduction to the fundamentals of television production. Students will be introduced to the process of television production, technical aspects of video signals, video cameras, video processing, television lighting, audio related to television production, producing, directing, editing, video recording and playback operation. Students will participate in studio production including producing and directing projects. Production theory, terminology, and production techniques are also introduced, with an emphasis on the function and operation of equipment to achieve basic broadcast production skills.

DMPT 1505 Introduction to Digital Post Production (Credit: 4) (Prerequisite: DMPT 1500 and COMP 1000 both with a grade of *C* or better) This course is an introduction to basic video editing techniques used in digital video production with non-linear video editing software. Students will be introduced to non-linear video editing software and will learn to perform basic editing functions and including file acquisition and management, shot sequencing, finishing and output.

DMPT 1600, Introduction to Video Production (Credits: 4) (Prerequisites: DMPT 1000 with a grade of *C* or better) This course is an introduction to the creative and technical aspects of video production. Students will learn the basic terminology and techniques of video production through analysis of produced video works as well as hands-on experience. Students will be introduced to basic digital video production including: pre-production and planning, camera operation and framing, lighting, sound, and post-production with basic editing.

DMPT 2100, Identity Design (Credit: 4) (Prerequisites: None; Co-requisites: DMPT 1005 and DMPT 1010) This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.

DMPT 2105, Page Layout (Credit: 4) (Prerequisites: None; Co-requisite: DMPT 1105, DMPT 1010, and DMPT 2100) This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in the graphic design process.

DMPT 2110, Publication Design (Credits: 4) (Prerequisite: DMPT 2105) Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.

DMPT 2115, Advertising and Promotional Design (Credit: 4) (Prerequisites: DMPT 2105) Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.

DMPT 2120, Prepress and Output (Credits: 4) (Prerequisite: DMPT 2105) This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.

DMPT 2300, Foundations of Interface Design (Credits: 4) (Prerequisites: None; Co-requisites: DMPT 1005 and DMPT 1010) This course lays the foundation for an in-depth study of web Interface design. Students will be exposed to the basics of information architecture, usability studies, and basic web graphic element creation. These studies will be used as a basis to develop comprehensive web layout and navigation systems. Topics include: thumbnails, sitemaps, common usability problems, page mock-ups, style sheets, and incorporating external media files.

DMPT 2305, Web Interface Design (Credits: 4) (Prerequisites: DMPT 2300 with a grade of *C* or better) This course introduces best practices for interaction design and user experience. This course begins with a review of static page design and progresses into Cascading Style Sheet (CSS) construction. Students will be introduced to JavaScript as a means of expanding page interactivity. Students will learn to upload websites, retrieve, and replace pages on a server.

DMPT 2310, Animation for Web (Credits: 4) (Prerequisites: None; Co-requisite: DMPT 2300) This course begins with Keyframe animation and Tween animation and then progresses into code driven functionality. Students will be introduced to ActionScript or a similar language and use it to incorporate interactive navigation elements, sound and video files.

DMPT 2315, Dynamic Web Design (Credit: 4) (Prerequisite: DMPT 2300 with a grade of *C* or better) This course begins with Cascading Style Sheets (CSS) and moves into Dynamic Database Driven Web Page Development. Students will be introduced to database connectivity and data exchange using forms along with advanced client-side scripting. Students will also explore advanced scripting for 2D vector animation.

DMPT 2320, Interactive Multimedia for Web (Credit: 4) (Prerequisite: DMPT 2305) This course provides an opportunity to explore the latest trends and technologies related to live media, rich media, and virtual interactivity for the internet. Students will produce interactive and rich media content using sound, motion graphics, and 3D graphics.

DMPT 2400, Basic 3D Modeling and Animation (Credit: 4) (Prerequisite: None; Co-requisites: DMPT 1005 and DMPT 1010) An introduction to 3D Animation software and component visualization. Students will be introduced to software and basic techniques to begin creating models and material for animation projects. Students will also be introduced to basic lighting and animation concepts so that they will be able to develop a complete animation using 3D software at the end of this course.

DMPT 2405, Intermediate 3D Modeling (Credit: 4) (Prerequisite: DMPT 2400 with a grade of *C* or better) This course covers the fundamentals of computer geometry by creating the basic elements that make computer models: surfaces, NURBS, polygon, mesh and subdivisions. Students will also be introduced to production techniques that includes preparing reference images of modeling aid, rendering and output of models.

DMPT 2410, Digital, Texture and Lighting (Credit: 4) (Prerequisite: None; Co-requisite: DMPT 2400) Introduces the students to concepts for creating textures and lighting for 3D computer graphics. Students will explore in-depth the various ways to create and apply texture and lighting to the 3D models.

DMPT 2415, Character Rigging (Credit: 4) (Prerequisite: DMPT 2400 with a grade of *C* or better; Co-requisite: DMPT 2400) This course introduces fundamental rigging techniques used to prepare a modeled character for animation. The course will focus on the essential tools and techniques, used for body and facial character rigging, skinning, skin weighting, and blend shapes.

DMPT 2420, 3D Production and Animation (Credit: 4) (Prerequisite: DMPT 2400 with a grade of *C* or better; Co-requisite: DMPT 2400) This course will focus on tying together all the various stages of production, including concept development, materials creation, rigging and animation, and post-production.

DMPT 2425, Effects Animation (Credit: 4) (Prerequisite: DMPT 2400 with a grade of *C* or better; Co-requisite: DMPT 2400) Introduces the student to the creation of visual effects for animation. Students learn to use procedural techniques to drive the movement of geometry creating simulations of a variety of natural phenomena.

DMPT 2435, Fundamentals of Mocap Performance Animation (Credit: 4) (Prerequisite: None) This course will introduce students to basic motion capture technology. Students will learn about the history of motion capture, concepts, the process of capturing motion data, data tracking, planning, pre-capture setup, converting data and linking data to 3D character skeleton in animation software.

DMPT 2445, 2 Dimensional Animation (Credit: 4) (Prerequisite: None) This course introduces two dimensional animation principles and best practices. The student will develop and produce an animated short film using 2 dimensional animation software.

DMPT 2460, 2D Character Animation (Credit: 4) (Prerequisite: DMPT 2445 with a grade of *C* or better) This course is a further exploration into the capabilities of two dimensional animation, with an emphasis on character driven animation. The students will design and create various animated character studies in 2D, and produce a short film.

DMPT 2500, Intermediate Multi-Camera Production (Credit: 3) (Prerequisite: DMPT 1500 with a grade of *C* or better) This course will provide the student with studio multi-camera production skills. Emphasis will be on proper equipment operation, and producing and directing live-to-tape productions. Each student will be expected to assume the responsibility of the leadership and support positions necessary and required in the television production process.

DMPT 2505, Intermediate Digital Post Production (Credit: 4) (Prerequisite: DMPT 1505 with a grade of *C* or better) The student will be introduced to non-linear systems advanced features. The focus will be on audio, titling, effects, aesthetics, keyboard shortcuts and other advanced operations. The student will complete projects utilizing these advanced techniques. The student will also work under rigid timelines and specific guidelines to acquaint the student to tight deadline practices of the television industry.

DMPT 2510, Field Video Production (Credit: 4) (Prerequisite: DMPT 1505 with a grade of *C* or better) This course applies the concepts and practices of field video production. The class will be introduced to portable video equipment, and field production practices and techniques including Electronic News Gathering (ENG) and Electronic Field Production (EFP). The student will produce several projects executing all aspects of production including conceiving, writing, producing, shooting and editing resulting in final broadcast-ready products.

DMPT 2515, Intermediate Audio for Television (Credit: 4) (Prerequisite: DMPT 2505 with a grade of *C* or better) The student will be introduced to intermediate audio concepts and equipment, how to get the best sound on location using microphone types and placement, mixers, recording technologies, and signal processing. The student will learn techniques to transfer audio to video presentations and basic audio editing skills using a digital audio workstation.

DMPT 2520, Lighting for Television (Credit: 4) (Prerequisite: Program admission) This course focuses on lighting techniques for television production and on the tools of lighting for television and film. The student will learn about lighting and grip equipment and techniques for their use in the studio and field. The course will consist of extensive demonstration, lab and project work.

DMPT 2525, Writing for Broadcast (Credit: 4) (Prerequisite: Program admission) Students will be introduced to writing formats for news, promotion, press releases, commercial television and radio productions and dramatic screenplays. Emphasis will be placed on correct writing styles and conceptualization for each application. Students will adapt an existing work or create an original script for the screen.

DMPT 2530, Advanced Video Projects (Credit: 4) (Prerequisite: DMPT 2515 with a grade of *C* or better) This is an advanced production course. The individual student will complete a long form production, which will include conceiving, writing, and pre/pro/post producing the project. Evaluation criteria include organization, visual storytelling, lighting, audio, editing and graphics. The instructor must approve the project's subject matter. The Advanced Video Projects course is for advanced students with an ENT GPA of 3.0. Students must have passed editing, field production and lighting competencies and posses Director Level (Red Lanyard). Space is limited. Students must submit a letter to the instructor the semester prior to enrollment in the class. The letter must include the reasons for taking the class and how the skills learned will help them find employment in the field. The letter must include the topic of the project and plan for the shooting of the project to include script, storyboards and other relevant elements.

DMPT 2535, Mass Communications (Credit: 3) (Prerequisite: Program admission) This course introduces concepts, terms and practices of mass communication typically experienced through television, radio, and the internet. The student will be introduced to various dissemination methods and will analyze the impact of media in society.

DMPT 2540, Aesthetics in Production (Credit: 4) (Prerequisite: Program admission) This course focuses on applied media aesthetics, which deals with the fundamental image elements and how they can be used for optimal communication through audiovisual media such as television or film. The class will be conducted with lecture, discussion, demonstration and project work.

DMPT 2600, Basic Video Editing (Credit: 4) (Prerequisites: DMPT 1005, DMPT 1010, and DMPT 1600 each with a grade of *C* or better) An introduction to basic audio and video editing techniques used in digital video production with non-linear software. Students will be introduced to the primary feature set and interface of video editing software and will learn to perform basic editing functions that include setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques and tools, audio editing and audio creation, finishing and output.

DMPT 2605, Introduction to Video Composition and Broadcast Animation (Credit: 4) (Prerequisite: DMPT 1010 with a grade of *C* or better) This course introduces how to create and animate motion graphics. Students will learn to create dynamic animated titles and logos, animate raster and vector image file graphics, composite and edit multi-layered special effects using footage, work with shapes and masks, work with 3D elements, apply and animate various effect filters, and analyze and compress digital video for different output specifications. Students will be exposed to compositing concepts, techniques, and terminology used in finalizing a video or animation project.

DMPT 2610, Intermediate Video Compositing and Broadcast Animation (Credit: 4) (Prerequisite: DMPT 2605 with a grade of *C* or better) This course will expose students to advanced techniques used in finalizing a video or animation project using compositing software. The class will reinforce compositing

concepts, workflow techniques and terminology that students have learned in previous classes. More advanced tools and techniques will be introduced to focus on overall project workflow.

DMPT 2620, Intermediate Graphics for Television (Credit: 4) (Prerequisite: DMPT 1010 with a grade of *C* or better) The student will apply knowledge from the Introduction to Raster Imaging to creating static graphics for broadcast. Emphasis will be placed upon aesthetics and techniques, working with filters, compositing, layers, creating alpha channels, creating mattes, creating titles and effects as well as importing images to the application. The student will also learn how to export multi-layer graphics into applicable animation and editing applications.

DMPT 2905, Practicum/Internship II (Credit: 4) (Prerequisite: Advisor approval) Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards, achievement, and quality control.

DMPT 2930, Exit Review (Credit: 4) (Prerequisite: DMPT 2515 or DMPT 2405 with a grade of *C* or better) Emphasis is placed on student's production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

ECCE 1101, Introduction to Early Childhood Care and Education (Credit: 3) (Prerequisite: Provisional admission) 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. Criminal record check is required in this course.

ECCE 1103, Child Growth and Development (Credit: 3) (Prerequisite: Provisional admission) 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. Criminal record check is required in this course.

ECCE 1105, Health, Safety and Nutrition (Credit: 3) (Prerequisite: Provisional admission) 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. Criminal record check is required in this course.

ECCE 1112, Curriculum and Assessment (Credit: 3) (Prerequisites: ECCE 1101 and ECCE 1103 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Provisional admission, ECCE 1101 and ECCE 1103 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: ECCE 1101, ECCE 1103, ECCE 1105 and ECCE 1112 each with a grade of *C* or better) 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 2115, Language and Literacy (Credit: 3) (Prerequisites: ECCE 1101 and ECCE 1103 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: ECCE 1101 and ECCE 1103 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: ECCE 1101 and ECCE 1103 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Provisional admission, ECCE 1101 and ECCE 1103 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: ECCE 1101 and ECCE 1103 both with a grade of *C* or better) 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 (Credit: 12) (Prerequisites: ECCE 1101, ECCE 1103, ECCE 1105, ECCE 1112, ECCE 1113, ECCE 2115, ECCE 2116, ECCE 2202, and ECCE 2203 each with a grade of *C* or better) Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2310, Paraprofessional Methods and Materials (Credit: 3) (Prerequisites: ECCE 1101 and ECCE 1103 both with a grade of *C* or better ; Co-requisite: ECCE 1112) 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 (Credit: 3 (Prerequisites: ECCE 1101 and ECCE 1103 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Provisional admission, ECCE 1101, and ECCE 1103 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: Provisional admission, ECCE 1101 and, ECCE 1103 both with a grade of *C* or better) Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330, Infant/Toddler Development (Credit: 3) (Prerequisites: Provisional admission, ECCE 1101, and ECCE 1103 both with a grade of *C* or better) Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECCE 2332, Infant/Toddler Group Care and Curriculum (Credit: 3) (Prerequisites: Provisional admission, ECCE 1101, and ECCE 1103 both with a grade of *C* or better) Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECCE 2360, Classroom Strategies for Exceptional Children (Credit: 3) (Prerequisites: ECCE 2201 with a grade of *C* or better) Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

ECCE 2362, Exploring Your Role in the Exceptional Environment (Credit: 3) (Prerequisite: ECCE 2201 with a grade of *C* or better) Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

ECET 1101, Circuit Analysis I (Credit: 4) (Prerequisite: ENGT 1000 with a grade of *C* or better; Co-requisite: MATH0098) Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependant sources and 2-port parameters. Laboratory work parallels class work.

ECET 1110, Digital Systems I (Credit: 4) (Prerequisites: ENGT 1000 with a grade of *C* or better) Study of digital electronics. Topics include: fundamentals of digital techniques, simplification of logic circuits, flip-flops and registers, sequential logic circuits, combinational logic circuits, arithmetic and logic operations, and conversions. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and systems.

ECET 1191, Computer Programming Fundamentals (Credit: 3) (Prerequisite: ENGT 1000 with a grade of *C* or better) This course emphasizes fundamental concepts of problem solving using a high level source language. Laboratory work is designed to acquaint students with computer facilities, software, and programming fundamentals. Topics include: system fundamentals, concepts of structured programming, arrays, functions, and engineering applications.

ECET 1210, Networking Systems I (Credit: 3) (Prerequisite: ENGT 1000 with a grade of *C* or better) Provides a foundation in Local Area Networking of computers with an introduction to Wide Area Networking. Emphasis is on Peer-to-Peer Networking.

ECET 2101, Circuit Analysis II (Credit: 4) (Prerequisite: ECET 1101 with a grade of *C* or better) Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2110, Digital Systems II (Credit: 4) (Prerequisite: ECET 1110 with a grade of *C* or better) Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

ECET 2120, Electronic Circuits I (Credit: 4) (Prerequisite: ECET 1101 with a grade of *C* or better) Introduces the conduction process in semiconductor materials and devices. Topics include: semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

ECET 2220, Electronic Circuits II (Credit: 4) (Prerequisite: ECET 2120 with a grade of *C* or better) Emphasizes the analysis of BJT and FET amplifiers; analysis and applications of operational amplifiers and other linear digital ICs. Topics include: re transistor model; CB, CE and CC amplifiers; Darlington connection; cascaded systems; CS, CD, CG Amplifiers; High frequency and low frequency response of BJT and FET amplifiers; Power Amplifiers Class A, Class B, Class C Amplifiers; op-amp fundamentals; inverting, non-inverting amplifiers, voltage followers and summing amplifiers; comparators; instrumentation applications; active filters; differentiators and integrators; 555 Timers; A/D and D/A

Conversion. Laboratory work parallels class work and includes circuit simulation using P-spice. Laboratory work parallels class work.

ECON 1101, Principles of Economics (Credit: 3) (Prerequisite: Appropriate writing, reading, arithmetic and algebra placement scores) 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 (Credit: 3) (Prerequisite: Appropriate writing, reading, arithmetic and algebra placement scores) Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106, Microeconomics (Credit: 3) (Prerequisite: Appropriate writing, reading, arithmetic and algebra placement scores) 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 (Credit: 1) (Prerequisite: Provisional admission) Develops the ability to solder and de-solder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, de-soldering, anti-static grounding, and surface mount techniques.

ELCR 1010, Direct Current Circuits (Credit: 5) (Prerequisite: MATH 1013 or MATH 1111 with a grade of *C* or better) 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 (Credit: 7) (Prerequisite: ELCR 1010 with a grade of *C* or better) 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 (Credit: 5) (Prerequisite: ELCR 1020 with a grade of *C* or better) 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 (Credit: 5) (Prerequisite: ELCR 1020 with a grade of *C* or better; Co-requisite: 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 (Credit: 3) (Prerequisite: ELCR 1030 with a grade of *C* or better) Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

ELCR 1300, Mobile Audio and Visual Systems (Credit: 3) (Prerequisite: None) Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

ELCR 2290, Security Systems (Credit: 3) (Prerequisite: None) Provides an in-depth study of electronic devices designed to detect environmental changes that indicate a threat to property security. Topics include: sensor theory, low-voltage license regulations, system components, and system installation and service.

ELCR 2600, Telecommunication and Data Cabling (Credit: 3) (Prerequisite: None) Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

ELCR 2620, Telecommunications Systems Installation, Programming, and Data Transmission (Credit: 4) (Prerequisite: None; Co-requisite: ELCR 2600) This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

ELCR 2650, Home Automation Systems (Credit: 5) (Prerequisite: None) Provides the student with a basic knowledge of all the major home automation technologies and develops the necessary skills to install and configure these technologies so that they function as a unified system.

ELCR 2660, Security System Installation and Testing (Credit: 4) (Prerequisite: None) This course is designed to give students a working knowledge of basic security system applications and theory. Students will be able to identify system components and their uses and apply that knowledge to system design. The course utilizes hands-on training in system installation, programming, testing and troubleshooting to assess the preparedness of the student in the security system installation and service industry.

ELCR 2680, Access Control and CCTV Installation (Credit: 2) (Prerequisite: None) The Access Control and CCTV Installation course is designed to give students a working knowledge of access control and CCTV

systems applications and theory. Students will be able to identify the system components of the respective systems. The access control segment of the course utilizes hands-on training in component identification and installation including, but is not limited to processors, key pads, card swipes, biometric devices, and security devices related to the control of the pathways. The CCTV segment of the course utilizes hands-on training in component identification and installation including, but is not limited to cabling, power supplies, video cameras, VCRs, storage devices, and monitors.

ELCR 2690, Prep for Low Voltage Licensure (Credit: 3) (Prerequisite: None) This course is designed to give students a working knowledge of responsibilities of the low voltage contractor in the State of Georgia. The materials are specifically targeted at obtaining a low voltage license and are delivered in a lecture environment. Students will utilize the reference materials allowed at the time of testing and are expected to locate the specific information in a timely manner. Some knowledge of telecommunications and/or other low voltage systems standards and installation practices is required.

ELTR 1020, Electrical Systems Basics I (Credit: 3) (Prerequisites: None; Co-requisite: IDFC 1011 and MATH 1012) Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

ELTR 1060, Electrical Prints, Schematics and Symbols (Credit: 3) (Prerequisites: Provisional admission) 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 (Credit: 6) (Prerequisite: None; Co-requisite: ELTR 1090) This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

ELTR 1090, Commercial Wiring II (Credit: 6) (Prerequisite: None; Co-requisite: ELTR 1080) This course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

ELTR 1110, Electric Motors (Credit: 4) (Prerequisite: None; Co-requisites: ELTR 1120 and ELTR 1180) Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

ELTR 1120, Variable Speed/Low Voltage Controls (Credit: 2) (Prerequisite: None; Co-requisites: ELTR 1110 and ELTR 1180) Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

ELTR 1180, Electrical Controls (Credit: 3) (Prerequisite: None; Co-requisites: ELTR 1110 and ELTR 1120) Introduces line and low voltage switching circuits, manual and automatic controls and devices, and

circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

ELTR 1205, Residential Wiring I (Credit: 4) (Prerequisite: None; Co-requisites: ELTR 1210) Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, circuits, special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).

ELTR 1210, Residential Wiring II (Credit: 4) (Prerequisite: None; Co-requisite: ELTR 1205) Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.

ELTR 1220, Industrial PLC's (Credit: 4) (Prerequisites: ELTR 1110 and ELTR 1180 both with a grade of *C* or better) 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 (Credit: 2) (Prerequisite: ELTR 1180 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: ELTR 1080 and ELTR 1090 both with a grade of *C* or better) Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

ELTR 1270, National Electrical Code Industrial Applications (Credit: 3) (Prerequisites: None; Co-requisites: ELTR 1080 and ELTR 1090) Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.

ELTR 1500, Electrical Systems Tech Internship (Credit: 3) (Prerequisite: 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 (Credit: 3) (Prerequisite: Provisional admission) 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 (Credit: 2) (Prerequisite: Provisional admission) 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 1530, Conduit Sizing (Credit: 2) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Provisional admission) 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 (Credit: 2) (Prerequisite: Provisional admission) 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.

ENGL 0097, English II (Credit: 3 I.C.) (Prerequisite: ENG 096 with a grade of *C* or better or appropriate writing placement test score) 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 (Credit: 3 I.C.) (Prerequisite: ENG 097 with a grade of *C* or better or appropriate writing placement test score) Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.

ENGL 1010, Fundamentals of English I (Credit: 3) (Prerequisite: ENG 097 with a grade of *C* or better or appropriate writing placement test score; and RDG 097 or appropriate reading placement test score) 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 (Credit: 3) (Prerequisite: ENGL 1010 with a grade of *C* or better) Provides knowledge and application of written and oral communication found in the workplace. Topics include writing fundamentals and speaking fundamentals.

ENGL 1101, Composition and Rhetoric (Credit: 3) (Prerequisite: Appropriate writing placement test score; and RDG 097 with a grade of *C* or better or appropriate reading placement test score) Explores the analysis of literature and articles about issues in the humanities and 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 (Credit: 3) (Prerequisite: ENGL 1101 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: ENGL 1101 with a grade of *C* or better) Emphasizes practical knowledge of technical communication techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

ENGL 2130, American Literature (Credit: 3) (Prerequisites: ENGL 1101 and ENGL 1102 both with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: Provisional admission) Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises.

ENGT 2300, Capstone Project (Credit: 1) (Prerequisite: ECET 2101 with a grade of *C* or better) This course will require students to undertake either individual or team projects, by applying knowledge acquired classroom/lab activities in program courses and core courses. The student will create or construct a product, a circuit or mechanism using circuit building, troubleshooting and other engineering skills developed through previous course work. The project activity includes conceptualization, detailed planning and design, project construction, cost and production considerations, quality assurance and project presentation.

FOSC 2037, Victimology (Credit: 3) (Prerequisites: Program admission and CRJU 1010 with a grade of *C* or better) While individuals have been crime victims for many years, victimology or the study of crime victims is a relatively recent discipline. The majority of criminological research and discussion has been focused on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization patterns and trends, and the role of victimology in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.

FRSC 1100, Introduction to Fire Service (Credit: 3) (Prerequisite: Program admission) This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

FRSC 1110, Fire Administration - Supervision and Leadership (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Program admission) This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of fire fighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires, and waterfront fires.

FRSC 1132, Fire Service Instructor (Credit: 5) (Prerequisite: Program admission) 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, and 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 (Credit: 4) (Prerequisite: Program admission) This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control

equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level.

FRSC 1151, Fire Prevention and Inspection (Credit: 4) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Program admission) This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles

and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens every day. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

FRSC 2110, Fire Service Hydraulics (Credit: 3) (Prerequisite: Program admission) Course begins with the history and theories of the use of water for fire extinguishments then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, stand pipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

FRSC 2120, Fire Protection Systems (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 4) (Prerequisite: Program admission) 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 (Credit: 4) (Prerequisite: Program admission) Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical

fires, explosive evaluations, laboratory operation, Techniquest used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

HIMT 1100, Introduction to Health Information Technology (Credit: 3) (Prerequisites: ENGL 1101, PSYC 1101, MATH 1111, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, and ALHS1090 each with a grade of *C* or better) This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

HIMT 1150, Computer Application in Healthcare (Credit: 2) (Prerequisites: ENGL 1101, PSYC 1101, MATH 1111, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, and ALHS 2109 each with a grade of *C* or better) Designed to provide students with computer and software skills used in medical offices. Topics include: Hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

HIMT 1200, Legal Aspects of Healthcare (Credit: 2) (Prerequisites: ENGL 1101, PSYC 1101, MATH 1111, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, and ALHS 2109 each with a grade of *C* or better) This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: Working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

HIMT 1250, Health Record Content and Structure (Credit: 2) (Prerequisites: ENGL 1101, PSYC 1101, MATH 1111, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, and ALHS 2109 each with a grade of *C* or better) This course provides a study of content, storage, retrieval, control, retention and maintenance of health information. Topics include: Health data structure, content and standards, healthcare information requirements and standards.

HIMT 1350, Pharmacotherapy (Credit: 2) (Prerequisite: ALT 1090 with a grade of *C* or better) Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also, introduces the basic concept used in the administration of drugs. Topics include: Introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

HIMT 1400, Coding and Classification I – ICD Coding (Credit: 4) (Prerequisites: BIOL 2114, BIOL 2114L, ALHS 1090, MAST 1120, and HIMT 1350 each with a grade of *C* or better) This course provides the student an introduction to Medical Coding and Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

HIMT 1410, Coding and Classification II – ICD Advanced Coding (Credit: 3) (Prerequisite/Co-requisite: HIMT 1400) This course is a continuation of HIMT 1400 (Coding and Classification I). This course provides the student with the case studies for in-depth review of inpatient and outpatient record

formats as found in current healthcare settings. Advanced coding skills and sue of industry applications to apply coding and billing standards will be the focus to develop.

HIMT 2150, Healthcare Statistics (Credit: 2) (Prerequisite: MATH 1111 with a grade of *C* or better) This course analyzes the study methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

HIMT 2200, Performance Improvement (Credit: 2) (Prerequisites: ENGL 1101, PSYC 1101, MATH 1111, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, and ALHS 2109 each with a grade of *C* or better) This course introduces the student to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.

HIMT 2300, Healthcare Management (Credit: 3) (Prerequisites: ENGL 1101, PSYC 1101, MATH 1111, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, and ALHS 2109 each with a grade of *C* or better) This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communications and motivating. Further study will include principles of authority/responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

HIMT 2400, Coding and Classification III – CPT/HCPCS Coding (Credit: 3) (Prerequisite/Co-requisite: HIMT 1400) This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

HIMT 2410, Revenue Cycle Management (Credit: 2) (Prerequisite/Co-requisite: HIMT 1400) This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include: Insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRG's, APC's, edits, auditing, and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

HIMT 2460, Health Information Technology Practicum (Credit: 3) (Prerequisites/Co-requisites: HIMT 1200 and HIMT 1250) This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

HIST 1111, World History I (Credit: 3) (Prerequisite: Appropriate writing and reading placement test scores) 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 Greece, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, the Middle Ages, and the Renaissance.

HIST 1112, World History II (Credit: 3) (Prerequisite: Appropriate writing and reading placement test scores) Emphasized the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world, and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, Scientific Revolution and the Enlightenment, Political Modernization, Economic Modernization, Imperialism, and the Twentieth Century.

HIST 2111, U.S. History I (Credit: 3) (Prerequisite: Appropriate writing and reading placement test scores) Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

HIST 2112, U.S. History II (Credit: 3) (Prerequisite: Appropriate writing and reading placement test scores) Provides a survey of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the Great West, the New South, and the rise of the debtor; the Gilded Age; the Progressive Movement; the emergence of the U.S. in world affairs; the Roaring Twenties; the Great Depression; World War II; the Cold War and the 1950s; the 1960s and 1970s; and America since 1980.

HORT 1000, Horticulture Science (Credit: 3) (Prerequisite: Provisional admission) Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

HORT 1010, Woody Ornamental Plant Identification (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Provisional admission) 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 (Credit: 3) (Prerequisite: None) This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

HORT 1050, Nursery Production and Management (Credit: 3) (Prerequisite: Provisional admission) 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 (Credit: 3) (Prerequisite: None) Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

HORT 1080, Pest Management (Credit: 3) (Prerequisite: Provisional admission) This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

HORT 1120, Landscape Management (Credit: 3) (Prerequisite: 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 (Credit: 3) (Prerequisite: Provisional admission) This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

HORT 1150, Horticulture Internship (Credit: 3) (Prerequisite: Completion of all EHO occupational courses) 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 (Credit: 3) (Prerequisite: 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 (Credit: 3) (Prerequisite: 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 (Credit: 3) (Prerequisite: Provisional admission) 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 (Credit: 3) (Prerequisite: Program admission; Co-requisite: 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 1420, Golf Course Design Construction and Management (Credit: 3) (Prerequisite: Provisional admission) Introduces basic golf course design principles as well as construction and renovation activities and basic golf course maintenance practices. Topics include: introduction and history, golf course design principles, golf course construction and golf course maintenance.

HORT 1430, Advanced Landscape Design (Credit: 3) (Prerequisite: HORT 1060 with a grade of C or better) This course familiarizes students with approaches to garden and small outdoor space design. Students will examine various approaches to color and design theory relevant to designing gardens and outdoor spaces. Topics include history of design, landscape design principles and elements, sketching and drawing skills, design analysis, garden design styles, plant material selection and the development of a garden planting plan.

HORT 1440, Landscape Grading and Drainage (Credit: 4) (Prerequisite: None) Allows students to become familiar with basic site grading procedures that promote proper site drainage. This course emphasizes a hands-on approach to grading using hand and machine-driven equipment. Topics include: overview of grading and drainage, topographic map reading and evaluation, basic surveying procedures and equipment usage, site analysis and drainage design and installation, grading equipment operation and safety and grading landscape areas.

HORT 1500, Small Gas Engine Repair and Maintenance (Credit: 3) (Prerequisite: Program admission) Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

HORT 1560, Computer-Aided Landscape Design (Credit: 3) (Prerequisite: 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 (Credit: 2) (Prerequisite: Provisional admission) Students will develop a systematic approach to proper classification, nomenclature, identification, culture and use of many different woody plant species suitable for the region. Topics include: principles of plant classification and nomenclature, identification traits of woody plants and identification, culture and use of woody landscape plant species.

HORT 1690, Horticulture Spanish (Credit: 3) (Prerequisite: None) An introduction to the Spanish language and Latino culture as applied to green industry managers. Topics include: introductory conversational Spanish with an emphasis on green industry vocabulary in the areas of Spanish verbs, nouns and grammar and understanding and appreciating aspects of Latino culture for more effective management.

HORT 1800, Urban Landscape Issues (Credit: 4) (Prerequisite: None) This course introduces the concepts and principles of sustainable urban landscapes. By using these concepts the student will be able to create outdoor spaces that are not only functional and maintainable, but environmentally sound, cost effective and aesthetically pleasing. The design process is the first consideration, followed by implementation and maintenance, each with sustainability as a major consideration. The course will cover such topics as green roofs, water wise principles, rain gardens, pervious paving, LEED, erosion and sedimentation control and others.

HORT 2500, Specialty Landscape Construction (Credit: 3) (Prerequisite: None) This course is designed to introduce construction methods, materials, and safety procedures related to the design and installation of specialty landscape features such as water features, lighting, and garden structures.

HPWS 1101, Fitness and Wellness (Credit: 3) (Prerequisite: Provisional admission) Introduces the individual to the principles necessary for the achievement of fitness and wellness. The components of healthy lifestyle management will be explored. Topics covered include exercise principles, cardio respiratory health, muscular strength and endurance, flexibility, body composition, nutrition and diet, stress management, exercise injury prevention, avoidance and consequences of unhealthy lifestyles.

HUMN 1101, Introduction to Humanities (Credit: 3) (Prerequisite: ENGL 1101 with a grade of *C* or better) Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include: historical and cultural developments, contributions of the humanities, and research.

IDFC 1007, Industrial Safety Procedures (Credit: 2) (Prerequisite: Provisional admission) 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 (Credit: 3) (Prerequisite: None; Co-requisite: MATH 1012) Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IDFC 1012, Alternating Current I (Credit: 3) (Prerequisite: None; Co-requisite: IDFC 1011) Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

IDSY 1011, Industrial Computer Applications (Credit: 3) (Prerequisite: IDFC 1011 with a grade of *C* or better) This course provides a foundation in industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communications platforms.

IDSY 1100, Basic Circuit Analysis (Credit: 5) (Prerequisite: None; Co-requisite: MATH 1013) This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

IDSY 1110, Industrial Motor Controls I (Credit: 5) (Prerequisite: None) This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1120, Basic Industrial PLC's (Credit: 6) (Prerequisites: None; Co-requisite: IDSY 1110) This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130, Industrial Wiring (Credit: 4) (Prerequisites: None; Co-requisites: IDSY 1100) Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, over-current protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1150, DC and AC Motors (Credit: 3) (Prerequisites: IDFC 1011 and IDFC 1012 both with a grade of *C* or better) Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

IDSY 1170, Industrial Mechanics (Credit: 6) (Prerequisite: None) This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

IDSY 1190, Fluid Power and Piping Systems (Credit: 6) (Prerequisite: None) This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

IDSY 1210, Industrial Motor Controls II (Credit: 5) (Prerequisite: None; Co-requisite: IDSY 1110) This course introduces the theory and practical application for two-wire control circuits, advanced motor

controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220, Intermediate Industrial PLC's (Credit: 6) (Prerequisites: None; Co-requisites: IDSY 1120) This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

IDSY 1230, Industrial Instrumentation (Credit: 6) (Prerequisites: 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.

INDS 1100, Interior Design Fundamentals (Credit: 4) (Prerequisite: None; Co-requisite: COMP 1000) Emphasizes the fundamentals of design. Topics include: The Design Process, Interior Space Planning Concepts, the Principles and Elements of Design, Furniture Arrangements and Traffic Patterns, Special Needs, Introduction to Green Design and Career Exploration.

INDS 1115, Technical Drawing for Interior Designers (Credit: 4) (Prerequisite: Provisional admission; Co-requisite: COMP 1000; Prerequisite/Co-requisite: INDS 1100) Emphasizes familiarization and skills in reading, production methods and interpreting construction drawings and graphic standards and introduces the application of drawing techniques used in interior design. Topics include: The role of working drawings, dimensioning practices, drawing representation methods, print reading, schedules and specifications, alphabet of lines, architectural style, geometric shapes, floor plan layouts, interior elevations, and interior pictorials.

INDS 1120, Codes and Building Systems for Interiors (Credit: 3) (Prerequisite: Provisional admission; Co-requisite: COMP 1000; Prerequisite/Co-requisite: INDS 1100) Emphasizes familiarization with interior construction and service systems for interiors. Topics include: interior and exterior construction systems, building materials, construction documents, codes, sustainable building techniques and coordination with generalists and installers.

INDS 1125, Lighting Technologies for Interiors (Credit: 2) (Prerequisite: INDS 1115 with a grade of *C* or better) Provides basic knowledge of vision as affected by light, color, texture, and form. Introduces the basic principles of lighting design including criteria, calculations, planning, and layout. Topics include: lighting technology, lighting analysis, residential and contract lighting, lighting design, and lighting applications.

INDS 1130, Materials and Resources (Credit: 4) (Prerequisites: Provisional admission, ENGL 0097 and READ 0097 both with a grade of *C* or better; Co-requisite: COMP 1000; Prerequisite/Co-requisite: INDS 1100) Emphasizes the background knowledge necessary for selection of interior finishes for walls, floors (textile and non-textile), ceilings and other non-textile components needed in interior environments. Topics include: selection criteria and resourcing for interiors, documentation, specification and code compliance for finish applications.

INDS 1135, Textiles for Interiors (Credit: 3) (Prerequisite: Provisional admission and INDS 1100 with a grade of *C* or better) Emphasizes the background knowledge necessary for the selection of natural and

man-made textile finishes and materials needed in interior environments. Topics include: selection and resourcing for interiors, documentation and specification for selected textiles in design applications.

INDS 1145, CAD Fundamentals for Interior Design (Credit: 3) (Prerequisites: MATH 1012 or MATH 1100 or MATH 1111, INDS 1115, and COMP 1000 each with a grade of *C* or better) Introduces basic computer language and application of computers to the field of interior design. Topics include: introduction to CAD commands and applications, techniques of setting up a drawing, use of layering, execution of commands.

INDS 1150, History of Interiors and Architecture I (Credit: 4) (Prerequisite: Provisional admission; Co-requisite: COMP 1000) Emphasis is on historical foundations of furniture and architecture from the Ancient through the Renaissance. Topics include: historical architectural and furniture concepts, classical orders, furniture and architectural terminology, furniture and architectural construction and materials, and historic design development.

INDS 1155, History of Interiors and Architecture II (Credit: 4) (Prerequisite: INDS 1150 with a grade of *C* or better) Emphasis is on historical foundations of furniture and architecture from the Baroque to the present. Topics include: historical architectural and furniture concepts, furniture and architectural terminology, furniture and architectural construction and materials and historic design development.

INDS 1160, Interiors Seminar (Credit: 3) (Prerequisites: Program admission and INDS 1100 with a grade of *C* or better) Emphasizes professional development through career resources and artistic exploration. Topics include: Informational Interviewing, networking, cultural development, and artistic exploration.

INDS 1170, Interiors Internship (Credit: 3) (Prerequisites: Program admission, INDS 1100, and INDS 1115 each with a grade of *C* or better; Co-requisites: INDS 1130, INDS 1145, and INDS 1155) Provides students with in-depth application and reinforcement of interiors and employability principles in an actual job setting. This internship allows the student to become involved in intensive on-the-job interiors applications that require full-time concentration, practice, and follow through. The interiors internship is implemented through the use of written individualized training plans, written performance evaluations, required seminars, a required student project, and lab activities. Topics include: application of interiors principles; problem solving; adaptability to job setting; use of proper interpersonal skills; development of constructive work habits and appropriate work ethic, with consideration of factors such as confidentiality; and concentrated development of productivity and quality job performance through practice.

INDS 2210, Design Studio I (Credit: 3) (Prerequisites: INDS 1125, INDS 1130, INDS 1135, and INDS 1145 each with a grade of *C* or better; Co-requisite: INDS 1155) Introduces current generation technology for use in design presentations. Topics include: Technological communications used within the design profession.

INDS 2215, Design Studio II (Credit: 3) (Prerequisites: INDS 1125, INDS 1130, INDS 1135, INDS 1145 and INDS 1150 each with a grade of *C* or better; Co-requisites: INDS 1155 and INDS 2210) Provides students with long and short term projects which address real-life design situations and requires competence in solving design problems with an emphasis on residential design. Topics include: application of the principles and elements of design, space planning, materials selections, graphic presentation, project documentation and delivery, client presentation techniques.

INDS 2230, Design Studio III (Credit: 3) (Prerequisite: INDS 2215 with a grade of *C* or better) Provides students with long and short term projects which address real-life design situations and begins to develop competence in solving residential and commercial design problems. This course continues the studio experiences of INDS 2215, Design Studio II. Topics include: Application of the principles and elements of design, space planning, materials selection, graphic presentation, project documentation and implementation, client presentation techniques.

INDS 2240, Business Practices for Design Professionals (Credit: 5) (Prerequisites: INDS 1115, INDS 1120, and INDS 1130 each with a grade of *C* or better) Capstone class utilizing all skills, knowledge, and techniques required for successful business practices in the design industry. Topics include: Professional Skill Development, Business Development Strategies, Establishing Successful Client Relationships, Resources and Service Providers, and a Portfolio Exhibit.

MAST 1010, Legal and Ethical Concerns in the Medical Office (Credit: 2) (Prerequisite: Program admission) 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 (Credit: 4) (Prerequisites: Program admission and MATH 1012 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: Program admission) 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 (Credit: 4) (Prerequisites: Program admission, ALHS 1011 and ALHS 1090 both with a grade of *C* or better) Introduces the skills necessary for assisting the physician with a complete history and physical in all types of practices. The course includes skills necessary for sterilizing instruments and equipment, and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

MAST 1090, Medical Assisting Skills II (Credit: 4) (Prerequisite: MAST 1080 with a grade of *C* or better) 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 (Credit: 2) (Prerequisites: Program admission, ALHS 1011, ALHS 1090, BUSN 1100, COMP 1000, and ENGL 1010 each with a grade of *C* or better) Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

MAST 1110, Administrative Practice Management (Credit: 3) (Prerequisites: ENG 1010, AHS 1011, ALHS 1090, BUSN 1100, and COMP 1000 each with a grade of *C* or better) Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

MAST 1120, Human Pathological Conditions in the Medical Office (Credit: 3) (Prerequisites: Program admission) Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

MAST 1170, Medical Assisting Externship (Credit: 6) (Prerequisite: Completion of all required courses except MAST 1180; Co-requisite: MAST 1180) Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application, and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

MAST 1180, Medical Assisting Seminar (Credit: 3) (Prerequisite: Completion of all required courses except MAST 1170; Co-requisite: MAST 1170) Seminar focuses on job preparation and maintenance skills, and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation, and review of program competencies for employment and certification.

MAST 1510, Medical Procedures Coding (Credit: 2) (Prerequisites: ALHS 1011, ALHS 1090, and ENGL 1010 each with a grade of *C* or better) 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 I (Credit: 3) (Prerequisite: MAST 1510 with a grade of *C* or better; 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.

MAST 1530, Medical Procedural Coding (Credit: 2) (Prerequisite: MAST 1510 with a grade of *C* or better) 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 0097, Math II (Credit: 3) (Prerequisite: Appropriate arithmetic placement test score) 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 (Credit: 3) (Prerequisite: Appropriate arithmetic and algebra placement test score or MATH 0097 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: Appropriate algebra placement test score or MATH 0098 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: Appropriate arithmetic placement test score or MATH 0097 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: Appropriate algebra placement test score or MATH 0098 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: MATH 1013 with a grade of *C* or better) Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1017, Trigonometry (Credit: 3) (Prerequisite: MATH 1013 with a grade of *C* or better) Emphasizes trigonometric concepts, logarithms and exponential functions. Topics include: trigonometric concepts, and logarithms and exponentials.

MATH 1101, Mathematical Modeling (Credit: 3) (Prerequisite: Appropriate algebra placement test score) Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

MATH 1111, College Algebra (Credit: 3) (Prerequisite: Appropriate algebra placement test score) 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 (Credit: 3) (Prerequisite: MATH 1111 with a grade of *C* or better) Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

MATH 1113, Precalculus (Credit: 3) (Prerequisite: MATH 1111 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: MATH 1111 with a grade of *C* or better) 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 (Credit: 4) (Prerequisite: MATH 1113 with a grade of *C* or better) 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 (Credit: 4) (Prerequisites: MATH 1131 with a grade of *C* or better) This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations, polar graphs, and power series.

MCST 1000, Introduction to Motorcycle Technology (Credit: 4) (Prerequisite: Program admission) This course serves as an introduction to the program and the field of professional motorcycle service. Topics include: work facility safety and cleanliness, 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 1010, Motorcycle Engines and Drive Trains (Credit: 6) (Prerequisite: None; Co-requisite: MCST 1000) This course covers 2-cycle and 4-cycle engines, their transmissions, and their final drive systems. It also provides an overview of the exhaust and lubrication systems. Upon successful completion of this course the student will have disassembled, inspected, reassembled, and operationally tested motorcycle engines and drive trains.

MCST 1020, Motorcycle Electrical Systems (Credit: 6) (Prerequisite: None; Co-requisite: MCST 1000) This course covers the theory, operation and repair of electrical systems and components on modern motorcycles. Upon completion, the student should be able to diagnose, service, rebuild, and adjust the components of various motorcycle electrical and accessory systems.

MCST 1030, Motorcycle Fuel and Exhaust Systems (Credit: 4) (Prerequisite: None; Co-requisite: MCST 1000) This course covers the theory, operation, and repair of fuel tanks, petcocks, carburetors, fuel injection systems, and exhaust systems on modern motorcycles. Upon completion of this course the

student should be able to diagnose, service, rebuild, and adjust the components of various motorcycle fuel systems. The student should also be able to diagnose, service, and repair exhaust systems.

MCST 1040, Motorcycle Chassis and Suspension Systems (Credit: 4) (Prerequisite: None; Co-requisite: MCST 1000) This course covers the maintenance, adjustment, and repair of motorcycle chassis systems. Topics include: brakes, front and rear suspensions, and wheels. Upon completion the student should be able to diagnose, service, and repair motorcycle chassis and suspension systems.

MCST 1050, Customer Service and Product Awareness (Credit: 3) (Prerequisite: Program admission; Co-requisite: MCST 1000) The objectives of this course include professional customer interaction/service, current knowledge of manufacturer and after-market products, and knowledge of the repair of motorcycles and utility vehicles. The topics covered in this course include commercial catalog systems, computer parts lists, inventory control, and proper selection and use of motorcycle parts and products. A motorcycle related business plan will be required.

MCST 1110, Motorcycle Maintenance (Credit: 5) (Prerequisite: None; Co-requisite: MCST 1000) 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.

MCST 1120, Troubleshooting and Diagnostics (Credit: 5) (Prerequisites: MCST 1000, MCST 1010, MCST 1020, MCST 1030, MCST 1040, and MCST 1110 each with a grade of *C* or better) This course covers procedures for efficient and accurate diagnosis of components in the mechanical, electrical, and fuel systems of the motorcycle. Emphasis is placed on developing logical procedures for diagnosis. Upon completion the student should be able to perform accurate diagnosis of various motorcycle systems.

MCST 1200, Personal Water Craft Diagnosis and Repair (Credit: 5) (Prerequisite: MCST 1000 with a grade of *C* or better) This course is designed to familiarize the student with designs, diagnostic procedures and repair procedures specific to various types of personal water craft (PWC). Topics include: diagnosis and repair of PWC drive systems; diagnosis and repair of PWC steering and control systems; PWC minor hull repairs; and PWC engine management and diagnostics.

MCST 2000, Motorcycle Technology Internship (Credit: 4) (Prerequisites: MCST 1000, MCST 1010, MCST 1020, MCST 1030, MCST 1040, and MCST 1110 each with a grade of *C* or better) This internship course provides the student with opportunities for application and reinforcement of motorcycle maintenance, service, and employability principles in an actual job setting. It acquaints the student with work situations and provides insights into the work environment of a repair shop.

MGMT 1100, Principles of Management (Credit: 3) (Prerequisite: Provisional admission) Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: understanding the manager's job and work environment; building an effective organizational culture; leading, directing, and the application of authority; planning, decision-making, and problem-solving; human resource management; administrative management, organizing, and controlling.

MGMT 1105, Organizational Behavior (Credit: 3) (Prerequisite: Provisional admission) Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making; leadership techniques to develop employee morale, human values and attitudes; organizational communications; interpersonal communications; and employee conflict.

MGMT 1110, Employment Law (Credit: 3) (Pre-requisite: Provisional admission) 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 (Credit: 3) (Prerequisite: Provisional admission) This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MGMT 1120, Introduction to Business (Credit: 3) (Prerequisite: Provisional admission) This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MGMT 1125, Business Ethics (Credit: 3) (Prerequisite: Provisional admission) Provides students with an overview of business ethics and ethical management practices, with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: an overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society; consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

MGMT 2115, Human Resource Management (Credit: 3) (Prerequisite: Provisional admission) 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 (Credit: 3) (Prerequisite: Provisional admission) 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 stimulate workplace applications in labor relations.

MGMT 2125, Performance Management (Credit: 3) (Prerequisite: Provisional admission) Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

MGMT 2130, Employee Training and Development (Credit: 3) (Prerequisite: Provisional admission) Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees; learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MGMT 2135, Management Communication Techniques (Credit: 3) (Prerequisite: Provisional admission; Co-requisite: COMP 1000) Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

MGMT 2140, Retail Management (Credit: 3) (Prerequisite: Provisional admission) Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application

focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MGMT 2145, Business Plan Development (Credit: 3) (Prerequisite: Provisional admission) Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

MGMT 2150, Small Business Management (Credit: 3) (Prerequisite: Provisional admission) This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

MGMT 2210, Project Management (Credit: 3) (Prerequisite: Provisional admission) Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MGMT 2215, Team Project (Credit: 3) (Prerequisite: Provisional admission) This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MKTG 1100, Principles of Marketing (Credit: 3) (Prerequisite: 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 (Credit: 3) (Prerequisite: 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 (Credit: 3) (Prerequisite: None) This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

MKTG 1190, Promotion and Marketing Communication (Credit: 3) (Prerequisite: 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 1270, Visual Merchandising (Credit: 3) (Prerequisite: 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 1280, Introduction to Sports and Recreation Management (Credit: 3) (Prerequisite: None) This course introduces the sociological, philosophical, economic, and historical aspects of the sports and recreation industry. Topics include: nature of sports and recreation management, sports management landscape, research and trends, programming in sports and recreation management, employee training, evaluation and relations, fiscal topics in the business of sports and recreation, and careers in sports and recreation management.

MKTG 1370, Consumer Behavior (Credit: 3) (Prerequisite: None) This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.

MKTG 2000, International Marketing (Credit: 3) (Prerequisite: MKTG 1100 with a grade of *C* or better) 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 2010, Small Business Management (Credit: 3) (Prerequisite: 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 (Credit: 3) (Prerequisite: 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 (Credit: 3) (Prerequisite: 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 2080, Regulations and Compliance in Sports (Credit: 3) (Prerequisite: None) This course introduces the legal principles involved in sports. Topics include: nature of sports law, sports law and change, sports law environment, court decision processes, and sports contracts.

MKTG 2090, Marketing Research (Credit: 3) (Prerequisite: MKTG 1100 with a grade of *C* or better) 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 2160, Advanced Selling (Credit: 3) (Prerequisite: MKTG 1160 with a grade of *C* or better) This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.

MKTG 2180, Principles of Sports Marketing (Credit: 3) (Prerequisite: None) This course applies the principles of marketing utilized in the sports industry. Topics include: nature of sports marketing, role of sports marketing, marketing principles specific to sports, marketing mix to achieve goals, and electronic landscape and media in sports.

MKTG 2210, Entrepreneurship (Credit: 6) (Prerequisite: Provisional admission) This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

MKTG 2280, Sports Management (Credit: 3) (Prerequisite: MKTG 1280 with a grade of *C* or better) This course emphasizes leadership and management in the sports marketing industry. Topics include: leadership, budgeting, project management, event management, contract negotiation, and international sports marketing.

MKTG 2300, Marketing Management (Credit: 3) (Prerequisite: MKTG 1100 with a grade of *C* or better) 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.

MUSC 1101, Music Appreciation (Credit: 3) (Prerequisite: ENGL 1101 with a grade of *C* or better) Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

NAST 1100, Nurse Aide Fundamentals (Credit: 6) (Prerequisite: ALHS 1011, ALHS 1090, ENG 1010, MATH 1012, PSYC 1010, and COMP 1000 each with a grade of *C* or better; Prerequisite/Co-requisite: ALHS 1040, ALHS 1060) 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 human anatomy and physiology; cardiopulmonary resuscitation; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a resident's condition; emergency concerns; 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; 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.

OCTA 1010, Introduction to Occupational Therapy (Credit: 3) (Prerequisite: Program admission) Explains the philosophy and history of occupational therapy and its relationship to other health care providers. Topics include: foundations, history, and philosophical base of the profession and its personnel; role of OTA within health care team role of OTA within various practice sites; definition of OT; introduction to AOTA code of ethics and standards of practice; introduction to OT theories, models of practice, and frames of reference; introduction to the OT Practice Framework Domain and Process; and role delineation.

OCTA 1020, Growth and Development (Credit: 3) (Prerequisites: Program admission and ALHS 1090 with a grade of *C* or better) Introduces the range of responses and reactions to human growth, and the activities to enhance body function. Topics include: normal growth and development patterns across life span, and occupational therapy principles which emphasize the use of purposeful activities and occupations to promote health and prevent disease.

OCTA 1030, Developmental Tasks (Credit: 3) (Prerequisite: Program admission) Studies human tasks and activities across the developmental life span. Through learning and teaching occupations, students will utilize therapeutic self, group and dyadic interaction to analyze, grade and adapt purposeful activities and occupations to foster occupational performance within each stage of life. Topics include: activity analysis of daily living work and play/leisure, performance and teaching of selected life, tasks and activities, therapeutic use of self, introduction to group and dyadic interaction, OT practice framework domain and process, grading and adapting purposeful activity (occupational) for therapeutic interaction.

OCTA 1040, Conditions in Occupational Therapy (Credit: 3) (Prerequisite: Program admission) Overview of the etiology, clinical course, prognosis, and prevention of disease processes and traumatic injuries. Includes problems associated with individuals and family who have difficulty with social cultural expectations. Emphasis is on the effect of such conditions on occupational performance and ways to promote health. Topics include: introduction to disease processes, diseases and traumatic injuries of body systems, occupational performance problems related to various socio-cultural environments, promotion of health prevention of injury and disease for quality of life and well being.

OCTA 1050, Analysis of Human Movement (Credit: 4) (Prerequisite: OCTA 1010 with a grade of *C* or better) Introduces the phenomenon of human motion within the context of occupational performance. Topics include: introduction to movement, principles of gravity and basic biomechanics and their effect on movement, survey of the skeletal system, articular system, nervous system, and muscular system, and analysis of movement while performing functional activities.

OCTA 2010, Psychosocial Dysfunction (Credit: 4) (Prerequisites: OCTA 1010, OCTA 1020, OCTA 1030, OCTA 1040, and OCTA 1050 each with a grade of *C* or better) Studies occupational therapy to service recipients for the prevention or remediation of psychosocial dysfunction or maintenance of mental health. Introduces the psychiatric disorders in different stages of human life. Encompasses OT concepts and principles in psychosocial dysfunctions which emphasize purposeful activity and role function. Topics include: psychosocial conditions commonly referred to occupational therapy; screening, evaluation, and standardized procedures for psychosocial OT; participation in the development of the OT intervention plan; collaboration with OTR on intervention techniques, implementation, reevaluation

and intervention termination; and psychosocial dysfunction treatment intervention documentation procedure.

OCTA 2020, Psychosocial Dysfunction Treatment Methods (Credit: 3) (Prerequisites: OCTA 1010, OCTA 1020, OCTA 1030, OCTA 1040, and OCTA 1050 each with a grade of *C* or better) Focuses on intervention of the psychiatric disorders occurring in different stages of human life through practical methods. Topics include: assistance with data collection which includes administering standardized and non-standardized tests, contribution to the formation of OT goals and objectives on evaluation, use of self and dyadic and group interaction, and provision of the therapeutic intervention related to occupational performance areas in psychosocial dysfunction.

OCTA 2040, Pediatric Issues (Credit: 4) (Prerequisites: OCTA 1010, OCTA 1020, OCTA 1030, OCTA 1040, and OCTA 1050 each with a grade of *C* or better) Covers childhood to early adulthood occupational therapy related issues, including developmental disabilities. Topics include: service delivery models, OT practice framework domain process, pediatric conditions commonly referred to OT, therapeutic intervention with the pediatric population. Emphasizes the importance of patient, family/significant other/caregiver education and documentation to ensure reimbursement in today's healthcare environment.

OCTA 2060, Physical Dysfunction (Credit: 4) (Prerequisites: OCTA 1010, OCTA 1020, OCTA 1030, OCTA 1040, and OCTA 1050 each with a grade of *C* or better) Studies occupational therapy to service recipients for the prevention or remediation of physical dysfunction or maintenance of quality of life. Introduces physical dysfunction in different stages of human life. Encompasses OT concepts and principles in physical dysfunctions which emphasize purposeful activity and role function. Topics include: physical conditions commonly referred to occupational therapy; screening, evaluation, and standardized procedures for physical dysfunction intervention; participation in the development of the OT intervention plan; collaboration with OTR on intervention, implementation, reevaluation and intervention termination; and physical dysfunction intervention documentation procedure. Focuses on OT intervention and evaluation principles through practical applications. Topics include: assistance with data collection and documentation which includes administering standardized and nonstandardized tests and assessment tools appropriate to the role of OTA in the practice area of physical dysfunction, contribution to the formation of OT goals and objectives on evaluation, use of self and dyadic and group interaction, and provision of the therapeutic intervention elated to occupational performance areas in physical dysfunction.

OCTA 2070, Physical Dysfunction Treatment Methods (Credit: 3) (Prerequisites: OCTA 1010, OCTA 1020, OCTA 1030, OCTA 1040, and OCTA 1050 each with a grade of *C* or better) Focuses on OT intervention and evaluation principles through practical applications. Topics include: assistance with data collection which includes administering standardized and nonstandardized tests, contribution to the formation of OT goals and objectives on evaluation, use of self and dyadic and group interaction, and provision of the therapeutic intervention related to occupational performance areas in physical dysfunction.

OCTA 2090, Geriatric Issues (Credit: 4) (Prerequisites: OCTA 1010, OCTA 1020, OCTA 1030, OCTA 1040, and OCTA 1050 each with a grade of *C* or better) Covers occupational therapy related geriatric issues. Topics include: Service delivery models, OT practice framework domain and process, geriatric conditions commonly referred to OT, therapeutic intervention with the geriatric population. Emphasizes the

importance of patient, family/significant other/caregiver education and documentation to ensure reimbursement in today's healthcare environment.

OCTA 2120, Occupational Therapy Trends and Issues (Credit: 3) (Prerequisites: OCTA 1010, OCTA 1020, OCTA 1030, OCTA 1040, OCTA 1050, OCTA 2010, and OCTA 2020 each with a grade of *C* or better) Teaches the roles and responsibilities in the administration of occupational therapy services. Topics include: assistance with the management of departmental operations; development of values, attitudes, and behaviors congruent with OT standards and ethics; the role of OTA in occupational therapy, research publication, and program evaluation; supervisory requirements; certification and licensure; reimbursement issues; personnel training and supervision; continued learning; and promotion of the Occupational Therapy profession; and job search skills. Resources for the life-long learning and professional support are provided and promoted; including job finding skills such as interviewing and negotiation Preparation for the national certification examination is provided as well as preparation for Level II fieldwork.

OCTA 2130, Therapeutic Adaptations (Credit: 3) (Prerequisites: OCTA 1010, OCTA 1020, OCTA 1030, OCTA 1040, and OCTA 1050 each with a grade of *C* or better) Occupational Therapy issues that promote human quality of life are addressed through class, demonstration, and practical activities. Topics include: applications of therapeutic adaptation for accomplishing purposeful activities including family training, community programming, basic orthotics and prosthetics, assistive devices, equipment, and other OT technologies utilization of safety procedures; and assistance with planning and implementation of group and individual programs to promote health, function, and quality of life.

OCTA 2210, Level II Fieldwork – A (Credit: 8) (Prerequisites: OCTA 2010, OCTA 2020, OCTA 2040, OCTA 2060, OCTA 2070, OCTA 2090, OCTA 2120, and OCTA 2130 each with a grade of *C* or better) Provides the opportunity to practice occupational therapy for eight weeks in a supervised health care facility. Topics include: application of learned skills through presentation of a case study and/or special project, and supervised clinical applications of principles learned in the curriculum and appropriate to the learning needs of the student.

OCTA 2220, Level II Fieldwork – B (Credit: 8) (Prerequisites: OCTA 2010, OCTA 2020, OCTA 2040, OCTA 2060, OCTA 2070, OCTA 2090, OCTA 2120, OCTA 2130, and OCTA 2210 each with a grade of *C* or better) Provides the opportunity to practice occupational therapy for eight weeks in a supervised health care facility. Topics include: application of learned skills through presentation of a case study and/or special project, and supervised clinical applications of principles learned in the curriculum and appropriate to the learning needs of the student.

PHLT 1030, Introduction to Venipuncture (Credit: 3) (Prerequisite: ALHS 1011, ALHS 1090, ALHS 1040, and ENG 1010 each with a grade of *C* or better; Prerequisite/Co-requisite: MATH 1012, COMP 1000, PSYC 1010) 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 (Credit: 5) (Prerequisite: PHLT 1030 with a grade of *C* or better) 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.

PHTA 1110, Introduction to Physical Therapy (Credit: 2) (Prerequisite: Program admission) This course introduces students to the profession of physical therapy. Topics include professional responsibilities and core values; legal and ethical responsibilities in physical therapy practice; current trends in physical therapy; communication skills; cultural competency and health disparities and research and evidence-based practice.

PHTA 1120, Patient Care Skills (Credit: 3) (Prerequisite: Program admission) This course introduces students to basic patient care skills and administrative tasks in physical therapy. Topics include patient care skills; principles of teaching and learning; documentations skills; and administrative and management tasks.

PHTA 1130, Functional Anatomy and Kinesiology I (Credit: 3) (Prerequisites: Program admission or program instructor approval) This course introduces the basic concepts of functional anatomy and the study of human movement. Topics include an overview of kinesiology and the principles of biomechanics; examination of the neuromusculoskeletal system; a review of muscle attachments, actions, and innervations; and instruction in assessment techniques for measuring joint range of motion.

PHTA 1140, Physical Therapy Procedures I (Credit: 4) (Prerequisite: Program admission or program instructor approval) This course introduces the principles and application techniques for various physical therapy interventions. Topics include superficial and deep thermal physical agents; athermal agents and electromagnetic radiation; therapeutic massage techniques; wound care and personal protection; and instruction in assessment techniques for sensory response.

PHTA 2110, Pathology I (Credit: 4) (Prerequisites: PHTA 1130 and PHTA 1140 both with a grade of *C* or better) This course provides a survey of injuries and diseases commonly treated by physical therapist assistants. Topics include review of systems; an examination of musculoskeletal system disorders and diseases; examination of general medical disorders and diseases; examination of circulation, respiration, and ventilation; recognition and response procedures for changes in physiologic status; and an overview of pharmacology for pain, musculoskeletal, endocrine, and GI system management.

PHTA 2120, Rehabilitation I (Credit: 3) (Prerequisites: PHTA 1130 and PHTA 1140 both with a grade of *C* or better) This course provides instruction in exercises and rehabilitation techniques commonly utilized by physical therapist assistants. Topics include functional mobility and training; rehabilitation techniques for musculoskeletal disorders; gait training and assistive devices; home management, community, and work reintegration; and health promotion, wellness and prevention.

PHTA 2130, Physical Therapy Procedures II (Credit: 4) (Prerequisites: PHTA 1130 and PHTA 1140 both with a grade of *C* or better) This course provides continued instruction in the principles and application techniques for various physical therapy interventions. Topics include pain theories and assessment techniques; mechanical physical agents; electrotherapeutic physical agents; and adaptive, protective, and supportive devices.

PHTA 2140, Clinical Education I (Credit: 4) (Prerequisites: PHTA 2110, PHTA 2120 and PHTA 2130 each with a grade of *C* or better) This course provides students with the opportunity to observe and practice skills learned in the classroom and laboratory at various clinical settings for physical therapy practice.

Students will be supervised by a clinical instructor who is either a licensed physical therapist or licensed physical therapist assistant. Topics include preparation of patients, treatment areas, and equipment; vital signs and sensory assessment; wound care and personal protection; transfers, body mechanics, and assistive devices; application of physical agents; goniometric measurements; therapeutic massage; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

PHTA 2150, Pathology II (Credit: 4) (Prerequisites: PHTA 2110, PHTA 2120, and PHTA 2130 each with a grade of *C* or better) This course provides continued instruction on diseases and conditions commonly treated by physical therapist assistants with an emphasis on neurological conditions. Topics include a review of neuroanatomy and physiology; examination of neurological disorders and diseases; examination of pediatric disorders and diseases; limb deficiency disorders; and pharmacology for spinal cord injuries, traumatic brain injuries, and cardiac and pulmonary system management.

PHTA 2160, Rehabilitation II (Credit: 3) (Prerequisites: PHTA 2110, PHTA 2120, and PHTA 2130 each with a grade of *C* or better) This course provides continued instruction in exercises and rehabilitation techniques commonly utilized by physical therapist assistants. Topics includes rehabilitation of the neurological patient; rehabilitation of the pediatric patient; cardiac rehabilitation and chest physical therapy techniques; prosthetic and orthotic training; and the assessment of arousal, attention, and cognition.

PHTA 2170, Kinesiology II (Credit: 3) (Prerequisites: PHTA 2110, PHTA 2120, and PHTA 2130 each with a grade of *C* or better) This course provides continued instruction in the study of human movement. Topics include posture and equilibrium; gait, locomotion, and balance; advanced gait training techniques; and the assessment of muscle performance.

PHTA 2180, Clinical Education II (Credit: 4) (Prerequisites: PHTA 2140, PHTA 2150, PHTA 2160, and PHTA 2170 each with a grade of *C* or better) This course provides continued opportunity for clinical education under the supervision of a licensed physical therapist or licensed physical therapist assistant in various health care facilities. Topics include therapeutic exercise; interventions for neurological conditions; mechanical and electrotherapeutic physical agents; gait and posture analysis; advanced gait training techniques; manual muscle testing; interventions for limb deficiency disorders; identification of architectural barriers; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

PHTA 2190, Clinical Education III (Credit: 7) (Prerequisites: PHTA 2140, PHTA 2150, PHTA 2160, and PHTA 2170 each with a grade of *C* or better) This course provides continued opportunity for clinical education under the supervision of a licensed physical therapist or licensed physical therapist assistant in various health care facilities. Topics include therapeutic exercise; interventions for neurological conditions; mechanical and electrotherapeutic physical agents; gait and posture analysis; advanced gait training techniques; manual muscle testing; interventions for limb deficiency disorders; identification of architectural barriers; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

PHTA 2200, Physical Therapist Assistant Seminar (Credit: 1) (Prerequisites: PHTA 2140, PHTA 2150, PHTA 2160, and PHTA 2170 each with a grade of *C* or better) This seminar course prepares students for entry into the field of physical therapy as physical therapist assistants. Topics include review for the

licensure examination; presentation of a case study; and overview of career development and commitment to lifelong learning.

PHYS 1110, Conceptual Physics (Credit: 3) (Prerequisite: MATH 1111 and ENGL 1101, both with a grade of *C* or better; Co-requisite: PHYS 1110L) Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1110L, Conceptual Physics Lab (Credit: 1) (Prerequisite: MATH 1111 and ENGL 1101, both with a grade of *C* or better; Co-requisite: PHYS 1110)Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1111, Introductory Physics I (Credit: 3) (Prerequisite: MATH 1112 or MATH 1113 and ENGL 1101, both with a grade of *C* or better; Co-requisite: PHYS 1111L) The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

PHYS 1111L, Introductory Physics Lab I (Credit: 1) (Prerequisite: MATH 1112 or MATH 1113 and ENGL 1101, both with a grade of *C* or better; Co-requisite: PHYS 1111) Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

PHYS 1112, Introductory Physics II (Credit: 3) (Prerequisite: PHYS 1111 and PHYS 1111L both with a grade of *C* or better; Co-requisite: PHYS 1112L) The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

PHYS 1112L, Introductory Physics Lab II (Credit: 1) (Prerequisite: PHYS 1111 and PHYS 1111L both with a grade of *C* or better; Co-requisite: PHYS 1112) Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

PNSG 2010, Introduction to Pharmacology and Clinical Calculations (Credit: 2) (Prerequisite: Program admission) 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 (Credit: 6) (Prerequisite: Program admission) 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 (Credit: 2) (Prerequisite: Program admission) 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,documentaion, client education, and standard precautions.

PNSG 2210, Medical Surgical Nursing I (Credit: 4) (Prerequisite: Program admission) Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

PNSG 2220, Medical Surgical Nursing II (Credit: 4) (Prerequisite: Program admission) 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 (Credit: 4) (Prerequisite: Program admission) 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 (Credit: 4) (Prerequisite: Program admission) 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 2310, Medical Surgical Nursing Clinical I (Credit: 2) (Prerequisite: Program admission) 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 (Credit: 2) (Prerequisite: Program admission) 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; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2330, Medical Surgical Nursing Clinical III (Credit: 2) (Prerequisite: Program admission) 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; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2340, Medical Surgical Nursing Clinical IV (Credit: 2) (Prerequisite: Program admission) 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 2250, Maternity Nursing (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 1) (Prerequisite: Program admission) Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2410, Nursing Leadership (Credit: 1) (Prerequisite: Program admission) 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 (Credit: 2) (Prerequisite: Program admission) 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 (Credit: 3) (Prerequisite: Appropriate writing and reading placement test scores) Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

PSYC 1010, Basic Psychology (Credit: 3) (Prerequisite: Appropriate writing and reading placement test scores) 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 (Credit: 3) (Prerequisite: Appropriate writing and reading placement test scores) Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

PSYC 2103, Human Development (Credit: 3) (Prerequisite: PSYC 1101 with a grade of *C* or better) Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

PSYC 2250, Abnormal Psychology (Credit: 3) (Prerequisite: PSYC 1101 with a grade of *C* or better) Emphasizes the nature and causes of various forms of abnormal behavior. Topics include historical and contemporary approaches topsychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications of psychological disorders; and etiology and treatment considerations.

RADT 1010, Introduction to Radiology (Credit: 4) (Prerequisite: Program admission; Co-requisites: RADT 1030 and RADT 1320) Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

RADT 1030, Radiographic Procedures I (Credit: 3) (Prerequisites: Program Admission, BIOL 2114, and BIOL 2114L both with a grade of *C* or better; RADT 1010 must be taken as either a Prerequisite or Co-requisite.) Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience

will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

RADT 1060, Radiographic Procedures II (Credit: 3) (Prerequisites: RADT 1010 and RADT 1030 with a grade of *C* or better; Co-requisite: RADT 1330) Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

RADT 1070, Principles of Imaging I (Credit: 6) (Prerequisites: Program admission and MATH 1111 with a grade of *C* or better) Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

RADT 1160, Principles of Imaging II (Credit: 6) (Prerequisite: RADT 1070 with a grade of *C* or better) Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities

RADT 1200, Principles of Radiation Biology and Protection (Credit: 3) (Prerequisite: Program admission) Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

RADT 1320, Clinical Radiography I (Credit: 4) (Prerequisite/Co-requisite: RADT 1030) Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

RADT 1330, Clinical Radiography II (Credit: 7) (Prerequisites: RADT 1010, RADT 1030, and RADT 1320 each with a grade of *C* or better; Co-requisite: RADT 1060) Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2090, Radiographic Procedures III (Credit: 2) (Prerequisite: RADT 1060 with a grade of *C* or better; Co-requisites: RADT 1330 and RADT 2340) Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.

RADT 2190, Radiographic Pathology (Credit: 2) (Prerequisites: Program Admission, BIOL 2114 and BIOL 2114L each with a grade of *C* or better) Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.

RADT 2260, Radiologic Technology Review (Credit: 3) (Prerequisites: RADT 1160, RADT 1200, RADT 2090 and RADT 2350 each with a grade of *C* or better; Co-requisite: RADT 2360) Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

RADT 2340, Clinical Radiography III (Credit: 6) (Prerequisite: RADT 1330 with a grade of *C* or better) Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2350, Clinical Radiography IV (Credit: 7) (Prerequisites: RADT 1010, RADT 2090, and RADT 2340 each with a grade of *C* or better) Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2360, Clinical Radiography V (Credit: 9) (Prerequisite: RADT 2350 with a grade of *C* or better; Co-Requisite: RADT 2260) Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques;

sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

READ 0097, Reading II (Credit: 3) (Prerequisite: appropriate reading placement test score) 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 (Credit 3) (Prerequisite: READ 0097 with a grade of *C* or better or appropriate reading placement test score) 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.

RNSG 1115, Foundations of Nursing Practice (Credit: 9) (Prerequisites: ENGL 1101, MATH 1111, PSYC 1101, BIOL 2113, BIOL 2114, and BIOL 2117 each with a grade of *C* or better) Provides an introduction to the practice of nursing and the nursing process. This course includes classroom theory, skills lab/simulation, and clinical experiences. A preliminary understanding of the nursing concepts that the student will be introduced to includes; 1) becoming a member of the nursing profession, 2) manager of care, 3) patient educator, 4) patient/family advocate, and 5) provider of holistic nursing care. Topics include: orientation to the profession; legal and ethical aspects of nursing; critical thinking; clinical reasoning, the nursing process; essential components of patient care; multi-cultural competent care; promoting physiologic health; therapeutic communication; performing an accurate physical assessment; current issues in nursing; a beginning understanding of evidence-based nursing practice; calculation of drug dosages; and standard precautions. Utilization of the nursing process is incorporated throughout the course. Skills essential for providing safe, effective nursing care will be presented. Classroom and clinical activities will be coordinated to maximize the learning experience. The application of the nursing process in caring for patients experiencing alterations in fluid & electrolytes, renal and endocrine & metabolic balance will also be discussed. Pharmacology, drug classifications, and specific medications related to the health conditions that are addressed will be discussed. Classroom and clinical activities will be coordinated to maximize the learning experience. This course will provide a foundation for subsequent nursing courses.

RNSG 1120, Adult Health Nursing Concepts I (Credit: 8) (Prerequisite: RNSG 1115 with a grade of *C* or better) Designed to prepare the student to care for patients/clients with selected medical/surgical conditions. This course includes classroom theory, skills lab/simulation, and clinical experiences. The course integrates classroom theory with clinical experiences that are related to the theory component. Adult Health Nursing Concepts 1 will focus on the application of the nursing process in caring for patients experiencing alterations in respiratory, cardiovascular, gastrointestinal, neurologic and sensor neural function. Nursing skills related to these adult health conditions will be demonstrated and practiced in the nursing skills lab component. Pharmacology, drug classifications, and specific medications related to these health conditions will be discussed. The role of the nurse as provider of care will be expanded upon to include basic clinical decision-making, patient/client teaching and coordination of care, clinical reasoning, medication administration, and collaboration with other health care team members. Classroom and clinical activities will be coordinated to maximize the learning experience.

RNSG 2115, Family Nursing Concepts (Credit: 6) (Prerequisites: RNSG 1115 and RNSG 1120 both with a grade of *C* or better; Co-requisite: RNSG 2120) Designed to prepare the student to care for childbearing women, infants, children, families, and women with medical/surgical issues that are specific to females. The course includes classroom teaching, nursing laboratory practice skills, and clinical learning experiences. It continues to build upon knowledge and skills learned in previous nursing courses. The course focuses on health promotion and nursing care for selected conditions that arise during pregnancy, birth and childhood. The course will focus on the application of the nursing process, critical thinking, clinical reasoning, and caring in relation to family concepts and child development from conception through adolescence. Common, recurring pediatric illnesses will also be addressed. Pharmacological principles and medications used with the physiologic conditions addressed in this course are integrated throughout the course. Students will care for patients/clients, families and groups of clients from diverse cultural and ethnic backgrounds in hospitals and community-based settings. Students will continue to focus on the role of the professional nurse as caregiver, manager of care, educator, patient advocate, and member of the profession while providing holistic care. Classroom and clinical activities will be coordinated to maximize the learning experience.

RNSG 2120, Mental Health Nursing Concepts (Credit: 3) (Prerequisites: RNSG 1115 and RNSG 1120 both with a grade of *C* or better; Co-requisite: RNSG 2115) Focuses on assessment, nursing interventions, and health promotion across the lifespan of patients/clients with alterations in mental health. Emphasis is placed on the role of the registered nurse in establishing therapeutic relationships, coordinating care, assessment of patients'/clients' behavioral and psychological needs, and mental health promotion. Treatment modalities and various treatment settings will be integrated throughout the course. Students will care for patients/clients from diverse cultural and ethnic backgrounds with mental health alterations providing holistic care.

RNSG 2125, Adult Health Nursing II: Advanced Nursing Concepts (Credit: 9) (Prerequisites: RNSG 1115, RNSG 1120, RNSG 2115, and RNSG 2120 each with a grade of *C* or better) Includes classroom and practicum learning experiences to assist the students in synthesizing knowledge acquired in the previous courses while introducing new content. Theoretical content includes disorders related to the integumentary system, immune system, musculoskeletal system, oncology and hematological systems, AIDS, trauma, disability and rehabilitation, burns, chronic illness, end of life issues, community health, multi-organ failure, and bioterrorism. The role of the nurse as provider of care will continue to be expanded upon to include a higher level of clinical decision-making, clinical reasoning, patient/client teaching, coordination of care, demonstration of independence and self-direction, medication administration, and collaboration with other health care team members. In addition, higher-level concepts related to evidence-based nursing practice will continue to be discussed. Students will care for patients/clients from diverse cultural and ethnic backgrounds providing holistic care. Pharmacology, drug classifications, and specific medications related to the above alterations in health are discussed in this course. Clinical and preceptorial experiences based on theoretical content will be coordinated to optimize student learning.

RNSG 2130, Nursing Management, Leadership, and Transition (Credit: 6) (Prerequisites: RNSG 1115, RNSG1120, RNSG 2115, RNSG 2120, and RNSG 2125 each with a grade of *C* or better; Co-requisite: RNSG 2135) Presentation of information on the skills and knowledge necessary to fulfill the leadership and management role requirements of the registered professional nurse, and 2) to facilitate a transition into the role of professional nursing. Theoretical content includes a discussion on leadership and management competencies necessary for assuming beginning leadership and/or management positions.

Students will have the opportunity to develop independence in caring for groups of patients/clients throughout the course. Some of the issues discussed are leadership and management as a professional nursing concept, learning how to deal with conflict and chaos, exploration of current professional nursing issues, preparing for workplace participation, understanding the concept and use of power, communicating effectively, shared governance, and transition from the role of the student to the role of the professional nurse. Emphasis is placed on professional growth, responsibility and accountability. Students are expected to demonstrate competency, critical thinking, effective communication, collaboration, and decision-making skills in the clinical component. Demonstration of caring, respect, competence, and commitment to patients/clients and to the nursing profession are expected.

RNSG 2135, NCLEX-RN Comprehensive Review (Credit: 2) (Prerequisites: RNSG 1115, RNSG1120, RNSG 2115, RNSG 2120, and RNSG 2125 each with a grade of *C* or better; Co-requisite: RNSG 2130) Focuses on a review of the associate degree nursing curriculum. The purpose of this course is to provide a comprehensive review of the essential content areas tested on the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Review of these essential content and nursing concepts will enhance the potential for students to demonstrate success on the NCLEX-RN. Utilization of the *NCLEX-RN 2010* test plan will assist students in understanding the areas of testing that address the following; knowledge, skills and abilities essential for the prospective registered nurse to meet the needs of patients/clients requiring nursing assistance, health promotion, and maintenance and restoration of health. Course content will include *Assessment Technologies Institute* (ATI) Content Mastery Examinations for NCLEX-RN readiness, the ATI Comprehensive Predictor, an NCLEX-RN review on eighteen (18) DVDs, computer assisted instructional programs, a live review, and NCLEX-RN review textbooks. The ultimate goal of this course is to assist students to successfully pass the licensing examination on the first attempt.

SOCI 1101, Introduction to Sociology (Credit: 3) (Prerequisite: Appropriate writing and reading placement test scores) 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.

SPAN 1101, Introduction to Spanish Language and Culture I (Credit: 3) (Prerequisite: Appropriate writing placement test score; and RDG 097 with a grade of *C* or better or appropriate reading placement test score) A beginner's introduction to the Spanish language and culture. This course stresses the student's ability to acquire a non-native language and to communicate effectively in the target Spanish language. Emphasis is placed on reading, writing, and speaking the language. An overview of Hispanic society is also emphasized, highlighting the differences between American and Hispanic cultures. Not open to native speakers of Spanish.

SPAN 1102, Introduction to Spanish Language and Culture II (Credit: 3) (Prerequisite: Spanish 1101 or the equivalent with a grade of *C* or better) A continuation of SPAN 1101 that advances the student's acquisition of the target language and understanding of cultural differences between American and Hispanic cultures. Emphasis is placed on improving effective communication skills in the areas of reading, writing, and speaking the Spanish language. Not open to native speakers of Spanish.

SPCH 1101, Public Speaking (Credit: 3) (Prerequisite: ENGL 1101 with a grade of *C* or better) Introduces the student to the fundamentals of oral communication. Topics include selection and organization of

materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

SURG 1010, Introduction to Surgical Technology (Credit: 6) (Prerequisite: Program admission) Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery.

SURG 1020, Principles of Surgical Technology (Credit: 5) (Prerequisite: Program admission) Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures.

SURG 1080, Surgical Microbiology (Credit: 2) (Prerequisite: Program admission) Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.

SURG 1100, Surgical Pharmacology (Credit: 2) (Prerequisite: Program admission) Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

SURG 1120, Introductory Surgical Practicum I (Credit: 3) (Prerequisite: Program admission) Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 1130, Introductory Surgical Practicum II (Credit: 3) (Prerequisite: Program admission) Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2030, Surgical Procedures I (Credit: 4) (Prerequisites: SURG 1010 and SURG 1020 both with a grade of *C* or better) Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopedic surgery.

SURG 2040, Surgical Procedures II (Credit: 4) (Prerequisite: SURG 2030 with a grade of *C* or better) Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery.

SURG 2120, Surgical Technology Clinical III (Credit: 3) (Prerequisite: SURG 1130 with a grade of *C* or better) Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2130, Surgical Technology Clinical IV (Credit: 3) (Prerequisite: SURG 1130 with a grade of *C* or better) Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2140, Surgical Technology Clinical V (Credit: 3) (Prerequisite: SURG 2130 with a grade of *C* or better) Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2150, Surgical Technology Clinical VI (Credit: 3) (Prerequisite: SURG 2130 with a grade of *C* or better) Orients students to the clinical environment and provides experience with basic skills necessary

to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2240, Seminar in Surgical Technology (Credit: 2) (Prerequisite: Program admission) Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.

WELD 1000, Introduction to Welding Technology (Credit: 3) (Prerequisite: Program 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 Cutting (Credit: 3) (Prerequisite: 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 1030, Blueprint Reading for Welding Technology (Credit: 3) (Prerequisite: 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 (Credit: 4) (Prerequisite: 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 (Credit: 4) (Prerequisite: 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 (Credit: 4) (Prerequisite: None; Co-requisites: WELD 1040 and 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 (Credit: 4) (Prerequisite: 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 (Credit: 4) (Prerequisite: 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 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 (Credit: 4) (Prerequisite: 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 (Credit: 3) (Prerequisites: WELD 1040, WELD 1070, WELD 1090, and WELD 1110 each with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: WELD 1000 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: WELD 1030 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: Program admission) 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 (Credit: 4) (Prerequisite: WELD 1000 with a grade of *C* or better) 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 (Credit: 3) (Prerequisite: WELD 1000 with a grade of *C* or better) 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 (Credit: 3) (Prerequisites: WELD 1010, WELD 1030, WELD 1040 and WELD 1090 each with a grade of *C* or better) 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 (Credit: 2) (Prerequisite: Provisional admission) 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.

Note: The date in parenthesis after each name indicates the beginning year of employment.

Maria Abercrombie (2008), Early Childhood Care & Education; M.A., Concordia University; B.S., Mercer University

Ed Abrasley (2005), Electronics; B.S., Iowa State University

Ali Afshar (1989), **Automotive Technology;** M.S., Pittsburg State University; B.S., Pittsburg State University

Nathan Akins (2007), Accounting; MBA, Keller Graduate School of Management (DeVry University); MBA/Global Management, University of Phoenix; B.A.S., Clayton State University; A.A.T., Chattahoochee Technical College

Kathleen Alden (2009), English; M.S., B.A., State University of New York College

Scott Allen (2010), Mathematics; M.S., B.S., Georgia Tech

Elizabeth Anderson (2008), Mathematics; M.S., Alabama State University, 2004; B.S., Alabama State University

Cindy Andrews (2011), Psychology; M.S., B.S., Auburn University

Colette Arp (2004), Cosmetology; Licensed Georgia Cosmetology Instructor

Don Auensen (2005), Librarian; M.L.S., Syracuse University; B.S., St. Lawrence University

Lauren Barnes (2008), Librarian; M.A., Georgia State University; M.A., SUNY, Buffalo; B.A., SUNY, Fredonia

Linda G. Barrett (1997), Cosmetology; Georgia State Board Master Cosmetology License; Georgia State Board Cosmetology Teacher's License; Diploma, Chattahoochee Technical College

Brian Bates (2000) Accounting; MBA Accounting, Brenau University; B.B.A. Accounting, Kennesaw State University

Robert Bauman (2010), Automotive Technology; A.A.S., Kankakee Community College

Dexter Beck, Jr. (1999), Biology & Chemistry; D.C., Life Chiropractic College; M.S., Life University; B.S., University of Florida

Daniel Bell (2007), Automotive Collision Repair; A.A.S., Chattahoochee Technical College; ASE Master Certified Auto Collision Repair Tech; Diploma, Appalachian Technical College

Pauline Berry-Woods (2011), Certified Nursing Assistant; BSN, Georgia State University

Gordon Boggs (2011), Mathematics; Ed.D., University of Alabama; M.Ed., University of West Georgia; B.S., University of Georgia

Michael P. Bologna (2000), Culinary Arts; A.O.S., Culinary Institute of America; C.E.C., American Culinary Federation

Dennis Brittingham (2007), Learning Support English; M.A., West Chester University; B.S., Valley Forge Christian College

Keith Brooks (1989), English; M.Ed., Brenau University; B.S., Georgia Southern University

Tamika Brundidge (2008), Early Childhood Care &Education; M.A., Central Michigan University; B.S., Georgia Southern University

Deborah Bryant (2007), Medical Assisting; B.S., Shorter College; Certified Medical Assistant

David Budwash (2010), Television Production; Coursework in Electronic Technology; 12 years experience as broadcast Director of Engineering for major metropolitan television station; 20+ years experience as engineer for multiple television stations

Ginger Burton (2006), Interiors; B.S., University of Georgia

David A. Busse (2002), Computer Information Systems; M.S., Georgia Institute of Technology; B.S., Northern Illinois University

Judy Cannon (2011), Learning Support Reading; Ph.D., Ed.S., M.Ed., Georgia State University; B.S., Berry College

Penny Cannon (2007), Cosmetology; Licensed Georgia Cosmetology Instructor; Licensed Georgia Master Cosmetologist

Frances M. Carlson (1998), Early Childhood Care & Education; M.A., Concordia University; B.A., North Georgia College

Michael Carroll (2011), Computer Information Systems; M.S., Kennesaw State University

Sonja Caspari (2011), Medical Assisting; A.A.S., North Metro Technical College

Virda Catalano (2008), Early Childhood Care & Education; M.A., Almeda College and University; B.A., Almeda College and University; B.A., West Virginia State College

Barbara Chatham (2011), ADN; MSN, Mississippi University of Women; BSN, University of South Carolina

Emmanuel Chebe (2010), Economics; D.B.A., Argosy University; M.S., University of Ibadan, Nigeria; B.S., University of Ilorin, Nigeria

Linda Clay (1996), English; M.A., B.A., Georgia State University

Kathy Coleman (2002), SCT 100 Coordinator; M. Ed. University of West Georgia; B.S.Ed., Georgia State University

Deanne D. Collins (2004), Radiography; M.S., Midwestern State University; B.S., Columbia Southern University; A.H.S., York Technical College

Brad Cooper (2008), Drafting; B.S., Georgia Institute of Technology; A.S., Coastal Georgia Community College

Clint Cooper (2008), HVAC; Diploma, Heart of Georgia Technical College

Judy E. Coplon (1978), Business Administrative Technology; Ed.S. State University of West Georgia; M.B.Ed., Georgia State University; B.S., University of Alabama

Edie Cox (1996), Business Administrative Technology; M.Ed., A.B.J., University of Georgia

Louisa Cox (2010), Learning Support Mathematics; M.A., The University of Alabama; B.S., York College of CUNY

Debbie Daly (1987), Business Administrative Technology; MBA, B.S., Brenau College

Litha Darshanon-Cummings (2008), Early Childhood Care & Education; M.S. and B.S. in Human Development and Family Studies, University of Alabama

Amy Denney (2004), Adult Education; B.S. Reinhardt College

Shalanda Dixon (2009), Speech; M.A., Governors State University; M.Ed. Strayer University; B.S., Eastern Michigan University

Stacy Douglas (2009), Psychology; Ph.D., in progress; ABD, Northcentral University; M.E., Western Governor's University; B.A., The University of Georgia

Michelle Earley (2009), **Business Administrative Technology;** M.S. Administration, Central Michigan University; B.A. Business, Covenant College

Pennie Eddy (2006), Accounting; Masters of Accountancy, West Virginia University; B.B.A., University of Texas

Ronald Enz (2002), Computer Information Systems; MBA, California State University; B.S.C.S., Purdue University

Shane Evans (2005), Horticulture; B.S.A., University of Georgia; A.A.S., Floyd College; Diploma, North Metro Technical College

Barbara Evins (2001), English; M.Ed., University of South Carolina; B.A., Southern Adventist University

Ian Feinberg (2001), Television Production; B.A.B.J., University of Georgia

Shannon Ferdarko (2008), Practical Nursing; RN/BSN, Penn State University

Linda Ferrick (2010), Certified Nursing Assistant; D.C., Life University; M.S., Nova University; B.S., University of New York

Antar Fields (2009), History; M.A., University of Georgia; B.A., Augusta State University

Gwynne Fisher (1980), Psychology; Ed.S., M.A., West Georgia College; B.A., Mercer University

Jeffrey W. Fisher (2008), Librarian; MLIS, University of Tennessee, Knoxville; Ed. Specialist, Tennessee Technological University; B.A., University of Tennessee at Chattanooga

Jeanetta Floyd (2009), Microbiology; Ph.D., M.S., Georgia State University; B.S., Auburn University

Juanita Forrester (2011), Biology; Ph.D., M.S., University of Georgia; B.S., Reinhardt College

Tsegaye Gabriel (2011), Learning Support Mathematics; B.S., Addis Ababa University

Hillary Gallagher-Webster (2005), Culinary Arts; A.O.S., New England Culinary Institute

Greg Garner (2011), English; M.A., Morehead University; B.A., University of Georgia

Diane Geis (2007), Automotive; B.A., University of South Florida; ASE certified Technician; Hunter Wheel Alignment Certified Technician; IMACA Clean Air Certification – Automotive Heating and Air Systems; A.A., Manatee Junior College

Tamara Gentry (2011), Certified Nursing Assistant; B.S.N., Kennesaw State University

Sylvia Gholston (2010), SCT 100; MBA, University of Phoenix; B.S., Southern University

Carol Glickman (2010), ESL/Reading; M.S., Georgia State University; B.A., University of Georgia

Debra Gogatz-Tolley (2010), ADN; M.S.N., B.S.N., Emory University

Victor Greco (2009), Allied Health Sciences; D.C., B.S., Life University

David Green (2000), Automotive Technology; MBA, Georgia State University; Bachelor of Music, Georgia State University; Diploma, Chattahoochee Technical College

Kathleen Green (2008), Early Childhood Care & Education; M.A. Early Childhood Education, Sonoma State University; B.A., California State University; A.A.D., Lassen College

Ryan Greene (2009), Management; MBA, Kennesaw State University; BSEd, University of Georgia

Wade Hadaway (2011), HVAC; Diploma, Chattahoochee Technical College

Leigh M. Hall (2006), Librarian; M.S.L.S., Clark Atlanta University; B.A., University of Georgia

Larry Hannigan (2003), Practical Nursing; B.P.S., Pace University; A.A.S., Dutchess Community College

Tammy Harbin (2007), Allied Health Studies; A.S., Kennesaw State University

Tudeth Harmond (2010), Accounting; M.S., B.S., University of Maryland University College

Adam Hart (2000), Design and Media Production Technology; M.S., Southern Polytechnic State University; B.F.A., Rhode Island School of Design

Curtis Hartig (2011), HVAC; Diploma, Chattahoochee Technical Collge

John Hatfield (1995), Horticulture; M.Ed., University of Georgia; B.L.A., University of Georgia

Linda Hazelip (2000), Business Administrative Technology; Ed.S., MBE, Georgia State University; B.S., University of Georgia

Sherese Howell (2011), ADN, MSN, Brenau Univeristy; BSN, Syracuse University

Marcy Hehnly (2008), Criminal Justice; M.S.H.R.M, B.S., Troy State University

B. Bejie Herrin (2006), Horticulture; M.S., University of Illinois at Urbana-Champaign; B.S., Fort Valley State University

Dixie Highsmith (2009), English; M.A., Middle Tennessee State University; B.A., Lander University

Kim Hill (2010), English; M.A., B.A., Kennesaw State University

Judith Hold (2002), ADN; M.S., University of Illinois; B.S.N., Rush University; B.A., Beloit College

Julie Holland (2009), English; M.F.A., George Mason University; B.A., Longwood University

Cynthia Holly (2010), Sociology; M.Ed., Georgia State University; B.A., Northeastern Illinois University

Diana Hoopingarner (2011), Licensed Practical Nurse; BSN, Regis University

Lisa Houston (2005), Business Administrative Technology; M.Ed., B.S., State University of West Georgia

Dexter Howard (2009), Computer Information Systems; M.S.I.T., Southern Polytechnic State University; MBA, University of North Carolina at Chapel Hill; B.S.C.S., North Carolina State University

Frank Inscoe (2010), English and Spanish; M.A., B.A., Georgia Southern University

William Johnson (2009), Diesel Equipment Technology; A.S.E. Certifications

Kerri Johnston (2010), Mathematics; M.Ed., B.S., North Georgia College and State University

Ross Johnston (2009), Accounting; M.S., Oklahoma City University; B.S., University of Oklahoma

Nancy Jones (2009), Mathematics; M.Ed., West Georgia State University; Post Bac; Georgia State University; B.A., Pennsylvania State University

Joe Kazemian (1985), Industrial Electrical Technology; M.S., B.S., University of Tennessee at Chattanooga

Scott Keeton (2003), English and Humanities; M.A., East Tennessee State University; B.S., University of Tennessee

Leigh Keever (2010), Sociology; M.A., B.S., Appalachian State University

Emily Kennedy (2009), Biology & Chemistry; Ph.D., Texas A & M University; M.S., Georgia State University; B.S., Georgia Institute of Technology

Steve Kittrell (1997), **Psychology;** Ph.D., University of Southern Mississippi; M.Ed., University of Southern Mississippi; B.S., University of Southern Mississippi

Conni Knowles (2006), Medical Assisting; Masters of Management, Troy State University; BSN, Thomas College; ADN, Darton College

Anthony Korey (2010), Criminal Justice; M.S., B.A., Georgia State University

Kathy Kvinge (2009), English; M.A., Kennesaw State University; M.A., Wheaton College; B.A., Eastern Nazarene College

Samuel O. Kwakye (1997), Mathematics; M.A.M.S., University of Georgia; B.A., University of Georgia

Stephanie Lawler (2010), Learning Support English; M.S., Piedmont College; B.S., University of Georgia

Lisa Lipkins-Hill (2011), Marketing; MBA, American InterContinental University; B.A., Bowling Green State University

Sheri Long (2010), LPN; B.S.N., Kennesaw State University

Jennifer Loudermilk (2011), Learning Support Mathematics; M.A., Piedmont College; B.S., North Georgia College and State University

Son N. Luong (1993), Mathematics; M.S., University of Tennessee at Knoxville; B.S., Millersville University

Shauna Maher (2010), SCT 100; MBA, B.S., University of South Florida

Martha Marquardt (2006), Practical Nursing; Ph.D. Nursing, Georgia State University; M.S.N., Emory University; B.S.N., Medical College of Georgia; A.D.N., Maricopa Technical Community College

Tim Mason (2008), Design and Media Production Technology; A.S., Art Institute of Fort Lauderdale; Diploma, Westside Technical

Bhavya Mathur (2008), Biology; M.S., Georgia State University; B.A., JNV University, India

Donna McKay (2008), Psychology; M.A., Hood College; B.S., Shippensburg University

Patrick McKay (2008), Fire Science; M.A., Spring Arbor University; B.G.S., University of Michigan

Valerie McKay (2011), Mathematics; M.A., Kennesaw State University; B.S., University of California at Davis

Judy McMichael (2003), Practical Nursing; B.S.N., Jacksonville State University; R.N., Georgia Baptist School of Nursing

Stephanie Meyer (2011), SCT 100; M.Ed., University of West Georgia, B.S., Western Illinois University

Deborah Miller (2010), Biology; D.C., Life Chiropractic College

Michael Miller (2005), Librarian; M.S. Library Science, Florida State University; Masters of Music in Music Theory, Florida State University; B.A. Sociology, University of North Carolina, Chapel Hill; Bachelor of Music Guitar Performance, University of North Carolina.

Dennis Missavage (1990), Physics; ABD, Georgia Institute of Technology; M.S., Georgia State University; B.S., Southern Illinois University

Barbara N. Moore (1999), Director of Libraries; M.L.S., Rutgers-the State University; M.S., Minnesota State University, Mankato; B.A., Lake Erie College

Brian Moss (2010), Marketing; MBA, B.S., University of Tennessee

Willena Moye (2011), English; M.A., Kennesaw State University; M.A., Georgia State University; B.A., University of California Los Angeles

Arlene Murphy (2009), Business; MBA, M.A., Webster University; B.B.A., Florida International University

Carl J. Mustari (2007), Automotive Technology; BBA., Northwood University; ASE Certified Master Automobile Technician

Janet Myszkowski (1996), English; M.A., Southeast Missouri State University; B.A., Western Kentucky University

David Nazari (2007), Mathematics; M.S. Southern University; B.S., Southern University

Julie Neighbors (2010), Business Administrative Technology; Ed.S., M.Ed., University of West Georgia; B.S., Reinhardt College

Richard Nelson (2008), Marketing and Management;MBA, Syracuse University; B.S., University of New Hampshire

Jessica Nettles (2004), Learning Support English; B.A., Kennesaw State University

Patrick O'Brien (2008), Marketing; M.S., Georgia Southern University; B.S., Millersville University

Mike O'Rear (1986), Electronic & Computer Engineering Technology; Ph.D., Georgia State University; M.S., B.S., University of Memphis; A.E., Chattanooga State Technical Institute; Registered Professional Engineer (State of Georgia)

Cleo Okere (2000), Computer Information Systems; Ed.D., Clark Atlanta University; M.S., Clark Atlanta University; B.S., Rust College

John Ormrod (2008), Biology; M.A., University of Hartford Connecticut; B.A., University of Hartford Connecticut

Regina Overstreet (2004), Learning Support Mathematics; M.Ed., Georgia State University; B.S.Ed., University of Georgia

Jennifer Owens (2007), Radiography; B.M.Sc., A.M.Sc., Emory University

Tonia Pahari (2010), English; M.S., Southern Polytechnic State University; M.A., B.A., Virginia Polytechnic Institute and State University

Maxine Parrott (2001), Mathematics; M.Ed., Georgia State University; B.A., Winthrop College

Rebecca Patterson (2007), Cosmetology; Master Cosmetologist and Cosmetologist Georgia State license; Dalton Beauty College graduate

Benjamin Pendley (2010), Power Sports; A.A.S., Chattahoochee Technical College

Diane Petty (2008), Business Management;MBA, Troy University; B.S. Business Administration and General Commerce, Reinhardt College

Jim Pfister (2009), Biology; D.C., Sherman College of Chiropractic

Sharla Phipps (2010), Biology; Ph.D., University of Alabama at Birmingham; B.S., Tulane University

Quetina Pittman (2011), ADN; M.S.N., Grand Canyon University; B.S.N., Norfolk State University

Charlene Portee (2007), Physical Therapy; Ph.D., Nova Southeastern University; M.S., B.S., Georgia State University; B.A., Fisk University

Steve Prettyman (1997), Computer Information Systems; M.B.I.S., Georgia State University; B.A., Oglethorpe University

Samuel Ray Puckett (2010), Commercial Truck Driving; Certificate, West Central Technical College

Stephanie Puffer (2009), Physical Therapy; Doctor of Physical Therapy, Des Moines University; BSPT, Georgia State University

Carl E. Quattlebaum (1985), Electronic & Computer Engineering Technology; M.S.E.E., Georgia Institute of Technology; B.S.E.E., Clemson University

Hollie Queen (2007), Early Childhood Education; M.Ed. Early Childhood, Brenau University; B.S. Education, University West Georgia

Kenneth Rasheed (1991), Management/Supervision; J.D., Howard University; MBA, Tulane University; B.S., Xavier University of Louisiana

Nancy S. Rawls (1995), Program Director of ADN; M.N., University of South Carolina; B.S.N., Medical University of South Carolina; Diploma, Lankenau Hospital School of Nursing

Mark Reddick (2007), Accounting; Ed.D., University of Georgia; MBA, B.B.A., Georgia Southern University; C.P.A., South Carolina

Victor Reesor (2010), History; M.S., Baylor University; B.S., Tennessee Temple University

Glenn Reid (2007), Design and Media Production Technology; B.S., University of Wisconsin Stout

Randal J. Reid (1978), Drafting; M.Ed., B.S., University of Georgia

Kevin Ruby (2009), Automotive Technology; B.S., A.S., Montana State University Northern

Torey Rucker-Works (2011), Surgical Technology; A.A.S., Bishop College; Certified Surgical Technologist

James Rutherfoord (2003), Mathematics; M.S., B.A., Indiana State University

Ron Saczalski (2010), Learning Support Mathematics; M.S., Youngstown State University; B.S., Morehead State University

Rebecca Salko (2008), Practical Nursing; B.S.N., Valdosta State University

Clovis Sanders (2009), Learning Support Reading ; M.S., Walden University; M.A., B.A., Southern University and A&M College

Kevin Sauls (2007), Practical Nursing; MBA, Georgia College and State University; B.S.N., Medical College of Georgia

Heidi Schuler (2010), Adult Education; M.Div., Emory University-Candler School of Theology; B.S.Ed., University of Georgia

Gerard Shea (2010), Biology; D.C., Life University; B.A., Villanova University

Gary Slivenik (2004), Culinary Arts; NRAEF Certified, National Restaurant Association's Education Foundation

Jennifer Smith (2010), Accounting; M.A., B.S., University of Florida

Kathryn B. Smith (1984), Cosmetology; Georgia State Board Master Cosmetology License; Georgia State Board Cosmetology Teacher's License, Advanced School of Cosmetology, University of Georgia; Diploma, Chattahoochee Technical College

Marcy L. Smith (1996), Early Childhood Care & Education; Ed.D., M.S., University of Georgia; B.A., Oglethorpe University

Michael R. Smith (1996), Diesel Equipment Technology; A.A.S., Parkland College

Sharon Stevens (2010), Learning Support Reading; M.A., Northeastern Illinois University; B.S., Southern Illinois University

Kathryn L. Stirk Sklikas (2003), Librarian; MLIS, University of South Florida; B.A., University of Central Florida

Ashley Strong-Green (2010), Humanities; M.A., Carnegie Mellon University; B.A., Paine College

John Stump (2007), Industrial Systems Technology; A.A.S., Ohio University

Shari Szalwinski (2010), Speech; M.A., University of West Florida; B.A., Auburn University

Traci Swartz (2011), Occupational Therapy; OTD, Creighton University

Dawn Tatum (2010), Computer Information Systems; B.S., Shorter College; B.S., University of Central Florida

Dave Taylor (2005), Welding and Joining; B.P.S., Barry University; A.A.S., Caldwell Community College and Technical Institute

Mimi Taylor (1993), English; M.A.T., University of North Carolina at Chapel Hill; B.A., High Point University

Robin Thomas (2011), English; M.A., B.A., University of Southern Mississippi

Barbara Thompson (2001), Mathematics; M.S., GA Institute of Technology; M.A., B.A., College of New Jersey

Celnisha Thompson (2004), Speech; M.A., The Pennsylvania State University; B.A., Clark Atlanta University

James Townley (2002), Television Production; Thirty years experience as a broadcast journalist, including 25 years experience as tape and senior editor, technical director, and lighting director; recipient of multiple media industry awards

Felix Tshimanga (2011), Biology; Ph.D., University of Phoenix; M.D., University of Kinshasa Medical School, B.S., State University of New York at Stony Brook

Michael Turkington (2007), Electrical Construction; B.A., University of South Florida; Certificates, Diplomas, A.A.T. Chattahoochee Technical College

Jodie Vangrov (1999), Psychology/Sociology; Ed.D., M.S., University of Georgia; B.A., University of Florida

Keri Varner (2010), Practical Nursing; BSN, University of Texas; A.S., San Jacento College South

Katherine Verleger (2011), Political Science; M.A., Indiana University; B.A., Bryn Mawr College

Amy Ward (2009), History; M.A., B.A., The University of Alabama

Debra Whelan (2010), ADN; M.S.N., B.S.N., Emory University

Stan Whitfield (1991), Electronics Technology; M.Ed., Georgia State University; Graduate Certificate - Teaching and Training Online, Capella University; B.S.Ed., Georgia State University; A.A., DeKalb College; Diploma in Electronics Technology, Chattahoochee Technical College

Patricia Whitmore (2011), ADN; MSN, University of South Alabama; BSN Hampton University

Lorraine Wilderman (1999), Surgical Technology; B.S.N., Kennesaw State University; A.D.N., West Virginia Northern Community College

Rebecca Wilke (1993), Adult Education; B.A., University of North Dakota

Michael Yeboah (2011), Economics; M.S., Iowa State University; M.S., Baylor University; B.A., University of Science and Technology Kumasi, Ghana

Jean Zhuno (2011), Learning Support English; M.A., Agnes Scott College; B.Th., Ozark Christian College

Arlene Zinsou (2001), Adult Education; M.S., B.A., Queens College, C.U.N.Y.