2020-2021 CATALOG

GNTC
www.gntc.edu

Catoosa County Campus
120 College Park Drive
Ringgold, GA 30736
706-965-1120

Floyd County Campus
One Maurice Culberson Dr.
Rome, Georgia 30161
706-295-6963

Gordon County Campus
1151 Hwy. 53 Spur
Calhoun, Georgia 30701
706-624-1100

Polk County Campus
466 Brock Road
Rockmart, Georgia 30153
770-684-5696

Walker County Campus
265 Bicentennial Trail
Rock Spring, Georgia 30739
706-764-3510

Whitfield Murray Campus
2310 Maddox Chapel Road
Dalton, Georgia 30721
706-272-2966

A Unit of the Technical College System of Georgia

Georgia Northwestern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Georgia Northwestern Technical College. The Commission should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Georgia Northwestern Technical College (One Maurice Culberson Drive, Rome, GA 30161, Phone 706-295-6963, Fax 706-295-6944) and not to the Commission's office.

Georgia Northwestern Technical College is a unit of the Technical College System of Georgia and an Equal Opportunity Institution

Normal operating hours unless otherwise posted are
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GNTC's Catalog is produced by
Georgia Northwestern Technical College
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Rome, Georgia 30161
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www.gntc.edu

Technical College System of Georgia Statement of Equal Opportunity

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

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

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Statement of Accreditation

Georgia Northwestern Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Georgia Northwestern Technical College. The Commission should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Georgia Northwestern Technical College (One Maurice Culberson Drive, Rome, GA 30161, Phone 706-295-6963, Fax 706-295-6944) and not to the Commission's office.

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General Catalog Disclaimer

The contents of this catalog do not constitute a contract between Georgia Northwestern Technical College and its students on either a collective or individual basis. It represents Georgia Northwestern Technical College's best academic, technical, social, and financial planning information at the time the catalog was published. Courses and curriculum change continually based on evaluations and needs. Modifications of fees, and other changes, plus unforeseen changes in other special aspects of Georgia Northwestern Technical College life sometimes occur between college catalog publications, and the changes may not be represented in the current catalog version. Because of this, Georgia Northwestern Technical College does not assume contractual obligation with students for the contents of this catalog. Georgia Northwestern Technical College reserves the right to change any provision listed in the catalog, including, but not limited to entrance requirements and admission procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid rules and regulations, and the college calendar without actual notice to individual students. Information on changes will be available on the college's home web page www.gntc.edu and in the GNTC Admissions Office.

The Georgia Northwestern Technical College Catalog is revised periodically. The most current version is available on our website: www.gntc.edu

Prior catalog information can be found on the All Catalogs page by clicking here.

General Program and Course Information

Academic programs are grouped into instructional divisions—Business Technologies, General Education and Learning Support, Health Technologies, Industrial Technologies, Nursing and Allied Health Technologies, and Public Service Technologies. Within instructional divisions, programs are identified as associate degree nursing, associate of applied science degree, diploma, or technical certificates of credit (TCC). Each program is a major area of concentration consisting of general core courses and/or occupationally related courses.

Program completion time will vary based on program choices and previous training. In addition, while all courses offered each semester are expected to be taught, a course that fails to have a sufficient number of enrollees may be dropped. When available, program courses may be completed at any GNTC campus (Catoosa, Floyd, Gordon, Polk, Walker, Whitfield Murray), as well as online through GNTC or through GVTC (Georgia Virtual Technical Connection).

Courses are offered in various formats: lecture, lecture/lab, clinical/internship-based, web-enhanced, hybrid, and on-line. Some, but not all, courses are offered in the evening hours. Students should be prepared to take courses in all formats during their program of study.

Some courses have identified prerequisites or co-requisites. These are located in the course descriptions section of this catalog. Students must score a "C" or better in prerequisite courses in order to advance to the next course level.

An increasing number of GNTC general core and occupational classes are available for online completion through GVTC. Online learning removes barriers of time and location that can prevent students from pursuing educational opportunities. To assist GNTC's online students in their success, GNTC recommends that all students taking an online option perform the *SmarterMeasure* assessment and view the available online DEMO on GNTC's home page and select the link "Blackboard."

Degree Opportunities

In support of students who wish to pursue associate degrees, GNTC offers the associate of science in nursing (ASN), and associate of applied science (AAS) degrees. GNTC also has articulation agreements with other colleges for selected bachelor degrees.

Under an agreement with the Board of Regents (BOR) of the University System of Georgia, the following GNTC courses will transfer to a BOR college: ARTS 1101, BIOL 1111(with lab), BIOL 1112(with lab), CHEM 1151(with lab), CHEM 1152(with lab), ECON 1101, ECON 1198, ECON 1199, ENGL 1101, ENGL 1102, ENGL 2130, HIST 1111, HIST 1112, HIST 2111, HIST 2112, HUMN 1101, MATH 1101, MATH 1111, MATH 1113, MATH 1127, MATH 1131, PHYS 1111(with lab), PHYS 1112(with lab), POLS 1101, PSYC 1101, SOCI 1101, SPCH 1101.

Students wishing to have other courses transferred to a BOR college, or are planning to transfer to a non-BOR college, must contact the receiving college to determine if the courses will be accepted for transfer.

Programs-of-Study-Business

The Business Technologies Division consists of associate of applied science degree, diploma, and certificate programs. The purpose of these programs is to provide educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in the respective fields. All programs are not offered on every Georgia Northwestern Technical College (GNTC) campus. As with all GNTC programs, students interested in Business Technology programs should consult specific program information in this catalog and visit or call the Admissions Office to discuss program admission requirements and entry dates. The following is a list of the Business Technology degrees, diplomas, and certificates that GNTC offers. Letters following the program names identify the campuses where the programs are taught. (C-Catoosa County Campus, F-Floyd County Campus, G-Gordon County Campus, P-Polk County Campus, W-Walker County Campus, WM-Whitfield Murray Campus). GNTC reserves the right to cancel courses due to inadequate enrollment.

Click on Program Names Below for Information and Curriculum

Associate of Applied Science Degree Programs
Accounting (AC13) (p. 15) - F, G, W
Applied Technical Management (AS33) (p. 199) - C, F, G, P, W, WM
Business Healthcare Technology (BHT3) (p. 16) - C, F, G, P, W, WM
Business Management (MD13) (p. 19) - C, F, G, W, WM
Business Technology (BA23) (p. 21) - C, F, G, P, W, WM
Computer Support Specialist (CS23) (p. 23) - C, F, G, P, W, WM
Cybersecurity (IS23) (p. 25) - C
Logistics and Supply Chain Management (LAS3) (p. 27) - C, WM
Marketing Management (MM13) (p. 29) - F
Networking Specialist (NS13) (p. 31) - F, G, P, W
Web Site Design/Development (IS53) (p. 33) - C, W

Diploma Programs
Accounting (AC12) (p. 35) - F, G, W
Business Healthcare Technology (BHT2) (p. 36) - C, F, G, P, W, WM
Business Management (MD12) (p. 38) - C, F, G, W, WM
Business Technology (BA22) (p. 40) - C, F, G, P, W, WM
Computer Support Specialist (CS14) (p. 42) - C, F, G, P, W, WM
Cybersecurity (IS12) (p. 43) - C
Logistics and Supply Chain Management (LAS2) (p. 44) - C, WM
Marketing Management (MM12) (p. 46) - F
Networking Specialist (NS14) (p. 48) - F, G, P, W
Web Site Design/Development (IS64) (p. 50) - C, W

Certificate Programs
Administrative Support Assistant (AS21) (p. 52) - C, F, G, P, W, WM
Certified Customer Service Specialist (CC81) (p. 53) - F
CISCO Network Specialist (CN71) (p. 54) - F, W
CompTIA A+ Certified Technician Preparation (CA71) (p. 55) - C, F, G, W, WM
Computer Forensics & Security Specialist (CF51) (p. 56) - C, F, G, W
Computerized Accounting Specialist (CAY1) (p. 57) - F, G, W
Data Entry Clerk (DEC1) (p. 58) - C, F, G, P, W, WM
Entrepreneurship (EN11) (p. 59) - F, G
Healthcare Billing and Coding Specialist (HBC1) (p. 60) - C, F, G, P, W, WM
Healthcare Billing and Reimbursement Assistant (HBA1) (p. 62) - C, F, G, P, W, WM
Healthcare Documentation Specialist (HD51) (p. 64) - C, F, G, P, W, WM
Healthcare Informatics Specialist (HIS1) (p. 66) - C, F, G, P, W, WM
Healthcare Office Assistant (HFA1) (p. 67) - C, F, G, P, W, WM
Healthcare Practice Manager (HPM1) (p. 69) - C, F, G, P, W, WM

Healthcare Reimbursement and Compliance Specialist (HRA1) (p. 70) - C, F, G, P, W, WM
Help Desk Specialist (HD41) (p. 71) - C, F, P, W, WM
Human Resource Management Specialist (HRM1) (p. 72) - C, F, G, W, WM
Logistics and Supply Chain Management Specialist (LA41) (p. 73) - C
Logistics and Supply Chain Technician (LA51) (p. 74) - C, WM
Logistics Management Specialist (LM21) (p. 75) - C, F, G, W, WM
Logistics Management Technician (LMT1) (p. 76) - C, WM
Marketing Specialist (MS21) (p. 77) - F
Medical Coding (MC41) (p. 78) - C, F, G, P, W, WM
Medical Front Office Assistant (MF21) (p. 79) - C, F, G, P, W, WM
Medical Language Specialist (MLS1) (p. 80) - C, F, G, P, W, WM
Microsoft Excel Application Professional (ME51) (p. 81) - C, F, G, P, W, WM
Microsoft Excel Application Specialist (ME21) (p. 82) - C, F, G, P, W, WM
Microsoft Network Administrator (MS11) (p. 83) - F, G, W
Microsoft Office Application Professional (MF41) (p. 84) - C, F, G, P, W, WM
Microsoft Office Application Specialist (MF51) (p. 85) - C, F, G, P, W, WM
Microsoft Word Application Professional (MWA1) (p. 86) - C, F, G, P, W, WM
Microsoft Word Application Specialist (MW11) (p. 87) - C, F, G, P, W, WM
Office Accounting Specialist (OA31) (p. 88) - F, W
Operations Management Specialist (OM11) (p. 89) - C, F, G, W, WM
Payroll Accounting Specialist (PA61) (p. 90) - F, G, W
PC Repair and Network Technician (PR21) (p. 91) - C, F, G, W, WM
Quality Assurance Specialist (QA31) - C, F, G, W, WM
Supervisor/Management Specialist (SS31) (p. 93) - C, F, G, W, WM
Supply Chain Specialist (SCS1) (p. 94) - C, WM
Tax Preparation Specialist (TPS1) (p. 95) - F, G
Technical Management Specialist (TMS1) (p. 96) - C, F, G, W, WM
Technical Specialist (TC31) (p. 97) - C, F, G, P, W, WM
Web Site Developer (ISE1) (p. 99) - C, P, W

Program lengths vary based on program type and number of hours taken each semester.

ACCOUNTING (AC13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- *Floyd County Campus   Advisor: Melissa Kirby and Doug Cooper*
- *Gordon County Campus Advisor: Melissa Kirby*
- *Walker County Campus Advisor: Doug Cooper*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

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

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (49 Credit Hours)

ACCT 1100	Financial Accounting I	4
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computer Literacy	3
ACCT 1105	Financial Accounting II	4
ACCT 2000	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT xxxx	Accounting Electives	9
XXXX xxxx	Electives	9

Total Credit Hours: 64 Minimum Credit Hours Required for Graduation

BUSINESS HEALTHCARE TECHNOLOGY (BHT3) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare 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 software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Healthcare Technology Associate of Applied Science degree.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

General Education Core

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
XXXX xxxx	General Education Core Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum

BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2375	Healthcare Coding	3
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computer Literacy	3
	OR	
BUSN 1000	Computers in Healthcare	3

	OR	
HIMT 1150	Computer Applications in Healthcare	3
BUSN 2350	Electronic Health Records	3
	OR	
HIMT 1250	Health Record Content and Structure	2
ACCT 1100	Financial Accounting I	4
	OR	
BUSN 2200	Office Accounting	4
	OR	
BUSN 1800	Introduction to Healthcare Accounting	3
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business Or All Of The Following Three Requirements	6
MAST 1120	Human Diseases	3
	AND	
BUSN 2300	Medical Terminology	2
	OR	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	AND	
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
	OR	
ALHS 1011	Structure and Function of the Human Body	5
	OR	
BIOL 2113	Anatomy and Physiology I	3
	AND	
BIOL 2113L	Anatomy and Physiology Lab I	1

Also Must Choose One Specialization

Practice Management Specialization

BUSN 2440	Healthcare Leadership and Professional Effectiveness	3
BUSN 2800	Practice Management Fundamentals	3
BUSN 2810	Healthcare Compliance	3
BUSN 2820	Healthcare Practice Law and Ethics	3
BUSN 2830	Healthcare Delivery Systems	3

or

Compliance and Reimbursement Specialization

BUSN 2420	Advanced Medical Coding	3
BUSN 2810	Healthcare Compliance	3
BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2850	Health Record Auditing	3

or

<u>Health Informatics Specialization</u>

CIST 1001	Computer Concepts	4
CIST 1401	Computer Networking Fundamentals OR	4
CIST 2451	Introduction to Networks - CISCO	4
BUSN 2700	Introduction to Health Informatics	3
BUSN 2720	Healthcare Information Systems	3
BUSN 2750	Healthcare Technology Regulations	3

Total Credit Hours: 61 Minimum Credit Hours for Graduation

BUSINESS MANAGEMENT (MD13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- *Catoosa County Campus*   *Advisor: Grace Beam*
- *Floyd County Campus*   *Advisor: Alisa Kinnebrew*
- *Gordon County Campus* *Advisor: Melissa Kirby*
- *Walker County Campus Advisor: Grace Beam*
- *Whitfield Murray Campus*   *Advisor: Leyner Argueta or Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Business Management program is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management, Service Sector Management, Operations Management, or Human Resource Management.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

General Education Core (18 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1127	Introduction to Statistics	3
XXXX xxxx	General Education Core Electives	6

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (33 Credit Hours)

MGMT 1135	Managerial Accounting and Finance	3
	OR	
ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 1110	Employment Rules & Regulations	3
	OR	
MKTG 1130	Business Regulations and Compliance	3
MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3
MGMT 1115	Leadership	3

MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3

Choose One Specialization (12 Credit Hours)

General Management Specialization

| MGMT 2135 | Management Communication Techniques | 3 |
| XXXX xxxx | Guided Electives | 9 |

or

Human Resource Management Specialization

MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2210	Project Management	3
MGMT 2135	Management Communication Techniques	3

or

Logistics Specialization

LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
LOGI 1020	Materials Management	3
MGMT 2135	Management Communication Techniques	3

or

Marketing Specialization

MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2500	Exploring Social Media	3
MKTG xxxx	Guided Marketing Elective	3

or

Operations Management Specialization

MGMT 2130	Employee Training and Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3
MGMT 2135	Management Communication Techniques	3

Total Credit Hours: 63 Minimum Credit Hours for Graduation

BUSINESS TECHNOLOGY (BA23) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Karen Whitfield
- Floyd County Campus   Advisor: Barbara Capes
- Gordon County Campus Advisor: Barbara Capes
- Polk County Campus   Advisor: Barbara Capes
- Walker County Campus Advisor: Karen Whitfield
- Whitfield Murray Campus   Advisor: Karen Whitfield
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

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

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (49 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 1440	Document Production	4
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4

BUSN 2160	Electronic Mail Applications	2
BUSN 2210	Applied Office Procedures	3
BUSN 2190	Business Document Proofreading and Editing	3
MGMT 1100	Principles of Management	3
ACCT 1100	Financial Accounting I	4
	OR	
BUSN 2200	Office Accounting	4
XXXX xxxx	Guided Electives	6

Total Credit Hours: 64 Minimum Credit Hours Required for Graduation

COMPUTER SUPPORT SPECIALIST (CS23) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Floyd County Campus   Advisor: Tony Cantrell
- Gordon County Campus Advisor: Tony Cantrell
- Polk County Campus   Advisor: Tony Cantrell
- Walker County Campus Advisor: Dwight Watt or Rocky Spurlock
- Whitfield Murray Campus   Advisor: Rocky Spurlock

<u>**Program Description:**</u>

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

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

<u>**General Education Core (15 Credit Hours)**</u>

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

<u>**Occupational Curriculum (47 Credit Hours)**</u>

COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST xxxx	Computer Operating System Course	3
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3

CIST 2921	IT Analysis, Design, and Project Management	4
CIST xxxx	CIS Electives	12
CIST xxxx	CIS Database Elective	4
CIST xxxx	CIS Guided Office Productivity Application Course	3

Total Credit Hours: 62 Minimum Credit Hours for Graduation

CYBERSECURITY (IS23) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Dwight Watt or Rocky Spurlock

Program Description:

The Computer Information Systems - Cybersecurity 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 Cybersecurity Specialists.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (57 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4
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	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
CIST xxxx	CIS Networking Elective Courses	12

CIST xxxx   Elective   4

Total Credit Hours: 72 Minimum Credit Hours for Graduation

LOGISTICS AND SUPPLY CHAIN MANAGEMENT (LAS3) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Grace Beam
- Whitfield Murray Campus   *Advisor: Fabrice Sainton*
- This program is also available 100% online.

Program Video

Program Description:

The Logistics and Supply Chain Management degree program includes the fundamentals of supply chain management, including procurement, issues in executing local, national, and global supply chains, logistics, and transportation. The program also includes business management, accounting principles, economics of supply and demand, and database management skills.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (47 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
LOGI 1000	Business Logistics	3
SCMA 1000	Introduction to Supply Chain Management	3
ACCT 1100	Financial Accounting I	4
LOGI 1010	Purchasing	3
MGMT 1100	Principles of Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3
ACCT 1120	Spreadsheet Applications OR	4
BUSN 1410	Spreadsheet Concepts and Applications	4
LOGI 1020	Materials Management	3
MGMT 2120	Labor Management Relations	3
SCMA 1015	E-Commerce in Supply Chain Management	3
MKTG 1130	Business Regulations and Compliance OR	3
MGMT 1115	Leadership	3
SCMA 2103	Supply Chain Management Concepts	3
SCMA 2106	Key Issues in the Global Integrated Supply Chain	3

SCMA 2200	Capstone/Case Studies in Logistics Management	3
	OR	
SCMA 2900	Logistics and Supply Chain Management Internship	3

Total Credit Hours: 62 Minimum Credit Hours for Graduation

MARKETING MANAGEMENT (MM13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Mark Upton

Program Description:

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

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective from Area I, II, or III	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (36 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
BUSN 1190	Digital Technologies in Business	2
	OR	
MKTG 2030	Digital Publishing and Design	3
	OR	
BUSN 1430	Desktop Publishing and Presentation Applications	4
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3
MKTG 1160	Professional Selling	3
MKTG 1130	Business Regulations and Compliance	3
MGMT 1100	Principles of Management	3
XXXX xxxx	Elective	3

Choose Two of the Following:

MKTG 2300	Marketing Management	3
MKTG 2000	Global Marketing	3
MKTG 2290	Marketing Internship/Practicum	3

Choose One Specialization (11-12 Credit Hours)

Marketing Management Specialization

MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
	OR	
MKTG xxxx	Marketing Elective	3
MKTG 1210	Services Marketing	3
	OR	
MKTG 2070	Buying and Merchandising	3
MKTG xxxx	Marketing Elective	3

or

Entrepreneurship Specialization

MKTG 2210	Entrepreneurship	6
MKTG 2010	Small Business Management	3
MKTG 2070	Buying and Merchandising	3
	OR	
MKTG 1210	Services Marketing	3

or

e-Business Specialization

MKTG 2210	Entrepreneurship	6
BUSN 2170	Web Page Design	2
MKTG 2070	Buying and Merchandising	3
	OR	
MKTG 1210	Services Marketing	3

or

Retail Management Specialization

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

or

Professional Selling Specialization

MKTG 2060	Marketing Channels	3
	OR	
MKTG xxxx	Marketing Elective	3
MKTG 1370	Consumer Behavior	3
MKTG 1210	Services Marketing	3
MKTG 2160	Advanced Selling	3

Total Credit Hours: 62 Minimum Credit Hours for Graduation

NETWORKING SPECIALIST (NS13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Tony Cantrell
- Gordon County Campus Advisor: Tony Cantrell
- Polk County Campus   Advisor: Tony Cantrell
- Walker County Campus Advisor: Dwight   Watt   or   Rocky   Spurlock

Program Description:

The Computer Information Systems - Networking Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts and prin-ciples, 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 Networking Specialist associate of applied science degree and are qualified for employment as networking specialists.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (35 Credit Hours)

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

CIST 1401	Computer Networking Fundamentals OR	4
CIST 2451	Introduction to Networks - CISCO	4
CIST xxxx	CIS Security Course	3

Choose One Specialization (16 Credit Hours)

CISCO Exploration Specialization

CIST 2451	Introduction to Networks - CISCO OR	4
CIST xxxx	CIS Networking Elective	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST XXXX	Guided Elective	4

or

Microsoft Specialization

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

Total Credit Hours: 66 Minimum Credit Hours for Graduation

WEB SITE DESIGN/DEVELOPMENT (IS53) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Rocky Spurlock
- Walker County Campus Advisor: Rocky Spurlock
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Computer Information Systems – Web Site Design/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 Web Site Designers/Developers.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (49 Credit Hours)

CIST 1001	Computer Concepts	4
COMP 1000	Introduction to Computer Literacy	3
CIST 1305	Program Design and Development	3
CIST 1210	Introduction to Oracle Databases	4
	OR	
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I	3
CIST 1520	Scripting Technologies	3
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3

CIST 2510	Web Technologies	3
CIST 2541	Web Animation II	3
	OR	
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	3
CIST 2921	IT Analysis, Design, and Project Management	4
CIST xxxx	Elective	3

(Choose one - 4 credits)

CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2371	Java Programming I	4
CIST 2311	Visual Basic I	4
CIST 2351	PHP Programming I	4
CIST 2341	C# Programming I	4
CIST 2580	Interactive and Social Apps Integration	4

(Choose one - 3 credits)

CIST 2950	Web Systems Project	3
	OR	
CIST 2991	CIST Internship I	3

Total Credit Hours: 64 Minimum Credit Hours for Graduation

ACCOUNTING (AC12) DIPLOMA

Campus Availability and Advisement:

- *Floyd County Campus   Advisor: Melissa Kirby and Doug Cooper*
- *Gordon County Campus   Advisor: Melissa Kirby*
- *Walker County Campus   Advisor: Doug Cooper*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Accounting Diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Accounting diploma.

Basic Skills Courses (8-9 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (34 Credit Hours)

ACCT 1100	Financial Accounting I	4
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computer Literacy	3
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
ACCT xxxx	Accounting Elective	3
XXXX xxxx	Specific Occupational Guided Elective	3

Total Credit Hours: 42 Minimum Credit Hours for Graduation

BUSINESS HEALTHCARE TECHNOLOGY (BHT2) DIPLOMA

Campus Availability and Advisement:
- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Business Healthcare Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Healthcare 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 software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Healthcare Technology Diploma.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Basic Skills Courses

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development OR	2
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math OR	3
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum

BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2375	Healthcare Coding	3
BUSN 2340	Healthcare Administrative Procedures	4
XXXX xxxx	Occupational Guided Electives (Must See Advisor)	7
COMP 1000	Introduction to Computer Literacy OR	3
BUSN 1000	Computers in Healthcare	3

	OR	
HIMT 1150	Computer Applications in Healthcare	3
BUSN 2350	Electronic Health Records	3
	OR	
HIMT 1250	Health Record Content and Structure	2
BUSN 1800	Introduction to Healthcare Accounting	3
	OR	
BUSN 2200	Office Accounting	4
	OR	
ACCT 1100	Financial Accounting I	4
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business Or All Of The Following Three Requirements	6
MAST 1120	Human Diseases	3
	AND	
BUSN 2300	Medical Terminology	2
	OR	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	AND	
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant OR OR	3
ALHS 1011	Structure and Function of the Human Body	5

Total Credit Hours: 46 Minimum Credit Hours for Graduation

BUSINESS MANAGEMENT (MD12) DIPLOMA

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Grace Beam
- Floyd County Campus   *Advisor: Alisa Kinnebrew*
- Gordon County Campus   *Advisor: Melissa Kirby*
- Walker County Campus   Advisor: Grace Beam
- Whitfield Murray Campus   *Advisor: Leyner Argueta or Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Business Management program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management diploma.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development OR	2
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math OR	3
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (39 Credit Hours)

MGMT 1135	Managerial Accounting and Finance OR	3
ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 1110	Employment Rules & Regulations OR	3
MKTG 1130	Business Regulations and Compliance	3
MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3

MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
XXXX xxxx	Guided Electives	6

Total Credit Hours: 47 Minimum Credit Hours for Graduation

BUSINESS TECHNOLOGY (BA22) DIPLOMA

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Karen Whitfield
- Floyd County Campus   Advisor: Barbara Capes
- Gordon County Campus Advisor: Barbara Capes
- Polk County Campus   Advisor: Barbara Capes
- Walker County Campus Advisor: Karen Whitfield
- Whitfield Murray Campus   Advisor: Karen Whitfield
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business technology. Graduates of the program receive a Business Technology Diploma.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Basic Skills Courses (8-9 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (18 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2210	Applied Office Procedures	3

ACCT 1100	Financial Accounting I	4
	OR	
BUSN 2200	Office Accounting	4
XXXX xxxx	Guided Electives	6

Total Credit Hours: 50 Minimum Credit Hours for Graduation

COMPUTER SUPPORT SPECIALIST (CS14) DIPLOMA

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Floyd County Campus   Advisor: Tony Cantrell
- Gordon County Campus   Advisor: Tony Cantrell
- Polk County Campus   Advisor: Tony Cantrell
- Walker County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Whitfield Murray Campus   Advisor: Rocky   Spurlock

Program Description:

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

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (47 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST xxxx	Computer Operating System Course	3
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals OR	4
CIST 2451	Introduction to Networks - CISCO	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 2921	IT Analysis, Design, and Project Management	4
CIST xxxx	CIS Electives	12
CIST xxxx	CIS Database Elective	4
CIST xxxx	CIS Guided Office Productivity Course	3

Total Credit Hours: 55 Minimum Credit Hours for Graduation

CYBERSECURITY (IS12) DIPLOMA

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Dwight Watt or Rocky Spurlock

Program Description:

The Computer Information Systems Cybersecurity program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Cybersecurity Specialists.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Refer to General Education Core Courses

Occupational Curriculum (49 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4
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	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
CIST xxxx	CIS Networking Elective Courses	8

Total Credit Hours: 57 Minimum Credit Hours for Graduation

Refer to General Education Core Courses (p. 422)

LOGISTICS AND SUPPLY CHAIN MANAGEMENT (LAS2) DIPLOMA

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Grace Beam
- Whitfield Murray Campus   *Advisor: Fabrice Sainton*
- This program is also available 100% online.

Program Video

Program Description:

The Logistics and Supply Chain Management diploma program includes fundamentals of supply chain management including procurement, issues in executing local, national, and global supply chains, logistics, and transportation. The program also include business management, accounting principles, economics of supply and demand, and database management skills.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Basic Skills Courses(8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development OR	2
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math OR	3
MATH 1012	Foundations of Mathematics OR	3
MATH 1013	Algebraic Concepts	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (47 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
LOGI 1000	Business Logistics	3
SCMA 1000	Introduction to Supply Chain Management	3
ACCT 1100	Financial Accounting I	4
LOGI 1010	Purchasing	3
MGMT 1100	Principles of Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3
ACCT 1120	Spreadsheet Applications OR	4
BUSN 1410	Spreadsheet Concepts and Applications	4
LOGI 1020	Materials Management	3
MGMT 2120	Labor Management Relations	3
SCMA 1015	E-Commerce in Supply Chain Management	3
MKTG 1130	Business Regulations and Compliance OR	3

MGMT 1115	Leadership	3
SCMA 2103	Supply Chain Management Concepts	3
SCMA 2106	Key Issues in the Global Integrated Supply Chain	3
SCMA 2200	Capstone/Case Studies in Logistics Management OR	3
SCMA 2900	Logistics and Supply Chain Management Internship	3

Total Credit Hours: 55 Minimum Credit Hours for Graduation

MARKETING MANAGEMENT (MM12) DIPLOMA

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Mark Upton

Program Description:

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

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (23 Credit Hours)

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

And one of the following courses:

BUSN 1190	Digital Technologies in Business	2
MKTG 2030	Digital Publishing and Design	3
BUSN 1430	Desktop Publishing and Presentation Applications	4
COMP 1000	Introduction to Computer Literacy	3

Choose One Specialization (11-12 Credit Hours)

Marketing Management Specialization

MKTG 1370	Consumer Behavior	3
MKTG 2060	Marketing Channels	3
	OR	

MKTG xxxx	Marketing Elective	3
MKTG 1210	Services Marketing OR	3
MKTG 2070	Buying and Merchandising	3
MKTG xxxx	Marketing Elective	3

or

Entrepreneurship Specialization

MKTG 2210	Entrepreneurship	6
MKTG 2010	Small Business Management	3
MKTG 2070	Buying and Merchandising OR	3
MKTG 1210	Services Marketing	3

or

e-Business Specialization

MKTG 2210	Entrepreneurship	6
BUSN 2170	Web Page Design	2
MKTG 2070	Buying and Merchandising OR	3
MKTG 1210	Services Marketing	3

or

Retail Management Specialization

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

or

Professional Selling Specialization

MKTG 2060	Marketing Channels OR	3
MKTG xxxx	Marketing Elective	3
MKTG 1370	Consumer Behavior	3
MKTG 1210	Services Marketing	3
MKTG 2160	Advanced Selling	3

Total Credit Hours: 42 Minimum Credit Hours for Graduation

NETWORKING SPECIALIST (NS14) DIPLOMA

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Tony Cantrell
- Gordon County Campus   Advisor: Tony Cantrell
- Polk County Campus   Advisor: Tony Cantrell
- Walker County Campus   Advisor: Dwight   Watt or Rocky   Spurlock

Program Description:

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

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (30 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST xxxx	CIS Electives	9
CIST xxxx	Computer Operating System Course	3
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals OR	4
CIST 2451	Introduction to Networks - CISCO	4
CIST xxxx	CIS Security Course	3

Choose One Specialization (16 Credit Hours)

CISCO Exploration Specialization

CIST 2451	Introduction to Networks - CISCO OR	4
CIST xxxx	CIS Networking Elective	4

CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST XXXX	Guided Elective	4

or

<u>Microsoft Specialization</u>

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

Total Credit Hours: 54 Minimum Credit Hours for Graduation

WEB SITE DESIGN/DEVELOPMENT (IS64) DIPLOMA

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Rocky Spurlock
- Walker County Campus   Advisor: Rocky Spurlock
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Computer Information Systems – Web Site Design/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 Web Site Designers/Developers.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (46 Credit Hours)

CIST 1001	Computer Concepts	4
COMP 1000	Introduction to Computer Literacy	3
CIST 1305	Program Design and Development	3
CIST 1210	Introduction to Oracle Databases	4
	OR	
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I	3
CIST 1520	Scripting Technologies	3
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
	OR	
CIST 2541	Web Animation II	3
CIST 2550	Web Development II	3
CIST 2921	IT Analysis, Design, and Project Management	4
CIST xxxx	Elective	3

(And choose one programming elective - 4 hours)

CIST 2560	Web Application Programming I	4
CIST 2570	Open Source Web Application Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2371	Java Programming I	4
CIST 2311	Visual Basic I	4
CIST 2351	PHP Programming I	4
CIST 2341	C# Programming I	4
CIST 2580	Interactive and Social Apps Integration	4

Total Credit Hours: 54 Minimum Credit Hours for Graduation

ADMINISTRATIVE SUPPORT ASSISTANT (AS21) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Karen Whitfield
- Floyd County Campus   Advisor: Barbara Capes
- Gordon County Campus Advisor: Barbara Capes
- Polk County Campus   Advisor: Barbara Capes
- Walker County Campus Advisor: Karen Whitfield
- Whitfield Murray Campus   Advisor: Karen Whitfield
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel.

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
XXXX xxxx	Specific Occupational-Guided Electives	6

Total Credit Hours: 20 Minimum Credit Hours for Graduation

CERTIFIED CUSTOMER SERVICE SPECIALIST (CC81) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Beverly Padgett

Program Description:

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

Required Courses

MKTG 1161	Service Industry Business Environment	2
MKTG 1162	Customer Contact Skills	4
MKTG 1163	Computer Skills for Customer Service	2
MKTG 1164	Business Skills for the Customer	2
MKTG 1165	Personal Effectiveness in Customer Service	1

Total Credit Hours: 11 Minimum Credit Hours for Graduation

CISCO NETWORK SPECIALIST (CN71) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Tony Cantrell
- Walker County Campus Advisor: Dwight Watt or Rocky Spurlock
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The CISCO Network Specialist program teaches how to build, maintain, and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Required Courses

CIST 2451	Introduction to Networks - CISCO	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST XXXX	Guided Elective	4

Total Credit Hours: 16 Minimum Credit Hours for Graduation

COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION (CA71) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus Advisor: Dwight Watt or Rocky Spurlock
- Floyd County Campus Advisor: Tony Cantrell
- Gordon County Campus Advisor: Tony Cantrell
- Walker County Campus Advisor: Dwight Watt or Rocky Spurlock
- Whitfield   Murray   Campus   Advisor: Rocky   Spurlock

Program Description:

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

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Required Courses

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

Total Credit Hours: 18 Minimum Credit Hours for Graduation

COMPUTER FORENSICS AND SECURITY SPECIALIST (CF51) CERTIFICATE

Campus Availability and Advisement:
- *Catoosa County Campus   Advisor: Rocky Spurlock*
- *Floyd County Campus   Advisor: Tony Cantrell*
- *Gordon County Campus   Advisor: Tony Cantrell*
- *Walker County Campus Advisor: Rocky Spurlock*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

Computer Forensics and Security Specialist certificate is designed to give students the knowledge they need to understand how to detect and prevent computer-related criminal activity and/or unauthorized use, including computer systems security.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Required Courses

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST xxxx	CIST Operating Systems Course	3
CIST 1601	Information Security Fundamentals	3
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2612	Computer Forensics	4

Total Credit Hours: 30 Minimum Credit Hours for Graduation

COMPUTERIZED ACCOUNTING SPECIALIST (CAY1) CERTIFICATE

Campus Availability and Advisement:

- *Floyd County Campus   Advisor: Melissa Kirby and Doug Cooper*
- *Gordon County Campus   Advisor: Melissa Kirby*
- *Walker County Campus   Advisor: Doug   Cooper*

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.

Required Courses

ACCT 1100	Financial Accounting I	4
ACCT 1120	Spreadsheet Applications	4
COMP 1000	Introduction to Computer Literacy	3
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
XXXX xxxx	Elective	3

Total Credit Hours: 21 Minimum Credit Hours for Graduation

DATA ENTRY CLERK (DEC1) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Karen Whitfield
- Floyd County Campus   Advisor: Barbara Capes
- Gordon County Campus Advisor: Barbara Capes
- Polk County Campus   Advisor: Barbara Capes
- Walker County Campus Advisor: Karen Whitfield
- Whitfield Murray Campus   Advisor: Karen Whitfield
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

This program prepares individuals to perform basic data and text entry using standard and customized software products. Includes instructions in keyboarding skills, personal computer and work station operation, and various interactive software programs used for tasks such as word processing, spreadsheets, databases and others.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

BUSN 1210	Electronic Calculators	2
COMP 1000	Introduction to Computer Literacy	3
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	3
BUSN 1440	Document Production	4
XXXX xxxx	Specific Occupational Guided Elective	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

ENTREPRENEURSHIP (EN11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Mark Upton
- Gordon County Campus Advisor: Mark Upton
- *This program is also available 100% online. For online advisement, contact advisor above.*

Program Description:

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

Required Courses

MKTG 1130	Business Regulations and Compliance	3
MGMT 1100	Principles of Management OR	3
MKTG 2010	Small Business Management	3
MKTG 2210	Entrepreneurship	6

Total Credit Hours: 12 Minimum Credit Hours for Graduation

HEALTHCARE BILLING AND CODING SPECIALIST (HBC1) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

Healthcare Billing and Coding Specialist program provides a basic short-term academic credential with the potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Healthcare Billing and Coding Specialist program provides basic training in anatomy, medical terminology, human pathology, insurance reimbursement, and diagnostic and procedural coding skills.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

ENGL 1010	Fundamentals of English I	3
COMP 1000	Introduction to Computer Literacy	3
	OR	
BUSN 1000	Computers in Healthcare	3
	OR	
HIMT 1150	Computer Applications in Healthcare	3
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1440	Document Production	4
BUSN 2350	Electronic Health Records	3
	OR	
HIMT 1250	Health Record Content and Structure	2
BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2420	Advanced Medical Coding	3
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business Or All Of The Following Three Requirements	6
MAST 1120	Human Diseases	3
	AND	

BUSN 2300	Medical Terminology OR	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	AND	
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant OR	3
ALHS 1011	Structure and Function of the Human Body	5

Total Credit Hours: 30 Minimum Credit Hours for Graduation

HEALTHCARE BILLING AND REIMBURSEMENT ASSISTANT (HBA1) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The program provides instruction in medical facility reimbursement and compliance regulations.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
	OR	
BUSN 1000	Computers in Healthcare	3
	OR	
HIMT 1150	Computer Applications in Healthcare	3
BUSN 2350	Electronic Health Records	3
	OR	
HIMT 1250	Health Record Content and Structure	2
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2375	Healthcare Coding	3
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business Or All Of The Following Three Requirements	6
MAST 1120	Human Diseases	3
	AND	
BUSN 2300	Medical Terminology	2
	OR	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	AND	
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant OR OR	3
ALHS 1011	Structure and Function of the Human Body	5

Total Credit Hours: 17 Minimum Credit Hours for Graduation

HEALTHCARE DOCUMENTATION SPECIALIST (HD51) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Healthcare Documentation Specialist program includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

ENGL 1010	Fundamentals of English I	3
COMP 1000	Introduction to Computer Literacy	3
	OR	
BUSN 1000	Computers in Healthcare	3
	OR	
HIMT 1150	Computer Applications in Healthcare	3
BUSN 2350	Electronic Health Records	3
	OR	
HIMT 1250	Health Record Content and Structure	2
BUSN 2440	Healthcare Leadership and Professional Effectiveness	3
	OR	
XXXX xxxx	Guided Elective	3
BUSN 1440	Document Production	4
BUSN 2320	Medical Document Processing/Transcription	4
BUSN 2330	Adv Medical Document Processing/Transcription	4
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6
	Or All Of The Following Three Requirements	
MAST 1120	Human Diseases	3
	AND	
BUSN 2300	Medical Terminology	2
	OR	

ALHS 1090	Medical Terminology for Allied Health Sciences	2
	AND	
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant OR OR	3
ALHS 1011	Structure and Function of the Human Body	5

Total Credit Hours: 29 Minimum Credit Hours for Graduation

HEALTHCARE INFORMATICS SPECIALIST (HIS1) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Healthcare Informatics Specialist program provides instruction in maintenance of medical facility data for interoperability and optimal functioning.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

CIST 1001	Computer Concepts	4
BUSN 2700	Introduction to Health Informatics	3
BUSN 2720	Healthcare Information Systems	3
BUSN 2750	Healthcare Technology Regulations	3
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4

Total Credit Hours: 17 Minimum Credit Hours for Graduation

HEALTHCARE OFFICE ASSISTANT (HFA1) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Healthcare Office Assistant certificate is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related area. Technical courses apply to the degree or diploma program in Business Healthcare Technology.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

ENGL 1010	Fundamentals of English I	3
BUSN 1440	Document Production	4
XXXX xxxx	Guided Electives (Must See Advisor)	10
COMP 1000	Introduction to Computer Literacy	3
	OR	
BUSN 1000	Computers in Healthcare	3
	OR	
HIMT 1150	Computer Applications in Healthcare	3
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6
	Or All Of The Following Three Requirements	
MAST 1120	Human Diseases	3
	AND	
BUSN 2300	Medical Terminology	2
	OR	
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	AND	
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
	OR	
	OR	
ALHS 1011	Structure and Function of the Human Body	5

Total Credit Hours: 26 Minimum Credit Hours for Graduation

HEALTHCARE PRACTICE MANAGER (HPM1) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Business Healthcare Practice Manager program provides instruction in medical facility practice management.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

BUSN 2800	Practice Management Fundamentals	3
BUSN 2810	Healthcare Compliance	3
BUSN 2820	Healthcare Practice Law and Ethics	3
BUSN 2830	Healthcare Delivery Systems	3
BUSN 2440	Healthcare Leadership and Professional Effectiveness	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

HEALTHCARE REIMBURSEMENT AND COMPLIANCE SPECIALIST (HRA1) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Healthcare Reimbursement and Compliance Specialist program provides instruction in medical facility reimbursement and compliance regulations.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2810	Healthcare Compliance	3
BUSN 2850	Health Record Auditing	3
BUSN 2420	Advanced Medical Coding	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

HELP DESK SPECIALIST (HD41) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus Advisor: Dwight Watt or Rocky Spurlock
- Floyd County Campus Advisor: Tony Cantrell
- Polk County Campus Advisor: Tony Cantrell
- Walker County Campus Advisor: Dwight Watt or Rocky Spurlock
- Whitfield Murray Campus Advisor: Rocky Spurlock

Program Description:

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

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Required Courses

CIST 1001	Computer Concepts	4
CIST xxxx	CIST Operating Systems Course	3
CIST 1122	Hardware Installation and Maintenance	4
COMP 1000	Introduction to Computer Literacy	3
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4
CIST 2130	Desktop Support Concepts	3
CIST xxxx	CIS Elective	4

Total Credit Hours: 25 Minimum Credit Hours for Graduation

HUMAN RESOURCE MANAGEMENT SPECIALIST (HRM1) CERTIFICATE

Campus Availability and Advisement:

- *Catoosa County Campus   Advisor: Grace Beam*
- *Floyd County Campus   Advisor: Alisa Kinnebrew*
- *Gordon County Campus   Advisor: Melissa Kirby*
- *Walker County Campus   Advisor: Grace Beam*
- *Whitfield Murray Campus   Advisor: Leyner Argueta or Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Human Resource Management Specialist Certificate prepares individuals to perform human resources functions in the HR Department in most companies. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

MGMT 1105	Organizational Behavior	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 1110	Employment Rules & Regulations	3
	OR	
MKTG 1130	Business Regulations and Compliance	3
	OR	
MGMT 2120	Labor Management Relations	3
XXXX xxxx	Guided Elective	3

Total Credit Hours: 18 Minimum Credit Hours for Graduation

LOGISTICS AND SUPPLY CHAIN MANAGEMENT SPECIALIST (LA41)

Campus Availability and Advisement:

- Catoosa County Campus Advisor: Grace Beam
- *This program is also available 100% online. For online advisement, contact advisor above.*

New Students Are No Longer Being Accepted Into This Program

Program Video

Program Description

The Logistics/Supply Chain Management Specialist certificate program is designed to prepare students for employment in logistics and supply chain management. Students will gain knowledge of logistics and supply chain management processes and practices, as well as participate in occupational based instruction (internship/practicum) in logistics and supply chain.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

LOGI 1000	Business Logistics	3
SCMA 1000	Introduction to Supply Chain Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3
SCMA 1008	Supply Chain Management OBI I	1
SCMA 1009	Supply Chain Management OBI II	1
SCMA 2103	Supply Chain Management Concepts	3

Total Credit Hours: 14 Minimum Credit Hours for Graduation

LOGISTICS AND SUPPLY CHAIN TECHNICIAN (LA51) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Grace Beam
- Whitfield Murray Campus   *Advisor: Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact advisor above.*

Program Video

Program Description:

The Logistics and Supply Chain Technician certificate program is designed to provide a general knowledge of logistics and supply chain processes and practices, including logistics management basics, supply chain management and transportation management.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

LOGI 1000	Business Logistics	3
SCMA 1000	Introduction to Supply Chain Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3

Total Credit Hours: 9 Minimum Credit Hours for Graduation

LOGISTICS MANAGEMENT SPECIALIST (LM21) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Grace Beam
- Floyd County Campus   Advisor: Grace Beam
- Gordon County Campus *Advisor: Fabrice Sainton*
- Walker County Campus   Advisor: Grace Beam
- Whitfield Murray Campus   *Advisor: Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact advisor above.*

Program Video

Program Description:

The Logistics Management Specialist TCC program is a sequence of courses that is designed to prepare students for employment in the field of business logistics. The program focuses on specific occupational courses in the area of logistics that provide an overview of the process from product idea conception to product delivery to the consumer.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
LOGI 1020	Materials Management	3
XXXX xxxx	Guided Elective	3
MGMT 1100	Principles of Management OR	3
MGMT 2200	Production/Operations Management	3

Total Credit Hours: 18 Minimum Credit Hours for Graduation

LOGISTICS MANAGEMENT TECHNICIAN (LMT1) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Grace Beam
- Whitfield Murray Campus   *Advisor: Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact advisor above.*

Program Video

Program Description:

The Logistics Management Technician certificate program is designed to provide an overview of the logistics process from product idea conception to product delivery to the consumer. Topics include basic fundamentals of supply chain management, including a general knowledge of current management practices in logistics management, effective materials management, obtaining low cost and quality products, and transportation.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
LOGI 1020	Materials Management	3
SCMA 1000	Introduction to Supply Chain Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

MARKETING SPECIALIST (MS21) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Mark Upton
- *This program is also available 100% online. For online advisement, contact advisor above.*

Program Description:

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

Required Courses

MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 1160	Professional Selling	3
MKTG xxxx	Marketing Elective	3

Total Credit Hours: 12 Minimum Credit Hours for Graduation

MEDICAL CODING (MC41) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Medical Coding Technical Certificate of Credit provides a basic short-term academic credential with potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Medical Coding Technical Certificate of Credit program provides basic training in anatomy and physiology, medical terminology, and medical procedural and physicians procedural coding skills.

Entrance Requirements:

Education: High school diploma or GED® is not required for entrance to the program, but is required for graduation.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

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

Total Credit Hours: 24 Minimum Credit Hours for Graduation

MEDICAL FRONT OFFICE ASSISTANT (MF21) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Medical Front Office Assistant certificate is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
	OR	
BUSN 2300	Medical Terminology	2
BUSN 1440	Document Production	4
BUSN 2340	Healthcare Administrative Procedures	4
ENGL 1010	Fundamentals of English I	3
COMP 1000	Introduction to Computer Literacy	3
XXXX xxxx	Specific Occupational-Guided Electives (See Advisor)	6

Total Credit Hours: 22 Minimum Credit Hours for Graduation

MEDICAL LANGUAGE SPECIALIST (MLS1) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus Advisor: Elisabeth Hunt
- Floyd County Campus Advisor: Gina Stephens
- Gordon County Campus Advisor: Gina Stephens
- Polk County Campus Advisor: Gina Stephens
- Walker County Campus Advisor: Elisabeth Hunt
- Whitfield Murray Campus Advisor: Elisabeth Hunt
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Medical Language Specialist program includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
MAST 1120	Human Diseases	3
ENGL 1010	Fundamentals of English I	3
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant OR OR	3
ALHS 1011	Structure and Function of the Human Body	5
BUSN 1440	Document Production	4
BUSN 2320	Medical Document Processing/Transcription	4
ALHS 1090	Medical Terminology for Allied Health Sciences OR	2
BUSN 2300	Medical Terminology	2
BUSN 2330	Adv Medical Document Processing/Transcription	4
XXXX xxxx	Specific Occupational-Guided Electives (See Advisor)	4

Total Credit Hours: 30 Minimum Credit Hours for Graduation

MICROSOFT EXCEL APPLICATION PROFESSIONAL (ME51) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Karen Whitfield
- Floyd County Campus   Advisor: Barbara Capes
- Gordon County Campus Advisor: Barbara Capes
- Polk County Campus   Advisor: Barbara Capes
- Walker County Campus Advisor: Karen Whitfield
- Whitfield Murray Campus   Advisor: Karen Whitfield
- *This program is also available 100% online. For online advisement, contact any of the above.*

<u>**Program Description:**</u>

The certificate program prepares students to be end users of Microsoft Excel. The program emphasizes Microsoft Excel operations necessary for successful employment. It provides short-term training for students desiring to progress in their occupation.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

<u>**Required Courses**</u>

COMP 1000	Introduction to Computer Literacy	3
BUSN 1410	Spreadsheet Concepts and Applications	4
MATH 1011	Business Math	3
	OR	
MATH 1012	Foundations of Mathematics	3
XXXX xxxx	Specific Occupational Guided Elective	3

Total Credit Hours: 13 Minimum Credit Hours for Graduation

MICROSOFT EXCEL APPLICATION SPECIALIST (ME21) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Floyd County Campus   Advisor: Tony Cantrell
- Gordon County Campus   Advisor: Tony Cantrell
- Polk County Campus   Advisor: Tony Cantrell
- Walker County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Whitfield Murray Campus   Advisor: Rocky Spurlock
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

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

Entrance Requirements:

Education: High school diploma or GED® is not required for entrance to the program, but is required for graduation.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
XXXX xxxx	Computer Information Systems Elective	3

Total Credit Hours: 9 Minimum Credit Hours for Graduation

MICROSOFT NETWORK ADMINISTRATOR (MS11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Tony Cantrell
- Gordon County Campus   Advisor: Tony Cantrell
- Walker County Campus   Advisor: Dwight Watt or Rocky Spurlock
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Microsoft Network Administrator certificate provides training in Microsoft networking. This certificate will prepare the student for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking Infrastructure. This certificate prepares the student to sit for the Microsoft Certified IP Professional (MCITP) networking exam. Hands-on labs provide students with real world simulations.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Required Courses

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Networking	4

(Choose one Microsoft Elective Below - 4 credit hours)

CIST 2414	Windows Server Identity Services	4
	OR	
CIST 2420	Microsoft Exchange Server	4

Total Credit Hours: 16 Minimum Credit Hours for Graduation

MICROSOFT OFFICE APPLICATION PROFESSIONAL (MF41) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Karen Whitfield
- Floyd County Campus   Advisor: Barbara Capes
- Gordon County Campus Advisor: Barbara Capes
- Polk County Campus   Advisor: Barbara Capes
- Walker County Campus Advisor: Karen Whitfield
- Whitfield Murray Campus   Advisor: Karen Whitfield
- *This program is also available 100% online. For online advisement, contact any of the above.*

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.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
XXXX xxxx	Occupational-Guided Elective	3
BUSN 1400	Word Processing Applications	4
BUSN 1420	Database Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4

Total Credit Hours: 22 Minimum Credit Hours for Graduation

MICROSOFT OFFICE APPLICATION SPECIALIST (MF51) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Floyd County Campus   Advisor: Tony Cantrell
- Gordon County Campus   Advisor: Tony Cantrell
- Polk County Campus   Advisor: Tony Cantrell
- Walker County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Whitfield Murray Campus   Advisor: Rocky Spurlock
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Microsoft Office Application Specialist certificate program enables the student to upgrade his/her microcomputer application software skills and prepare for certification.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
CIST 2126	Comprehensive Presentations and eMail Techniques	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4

Total Credit Hours: 16 Minimum Credit Hours for Graduation

MICROSOFT WORD APPLICATION PROFESSIONAL (MWA1) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Karen Whitfield
- Floyd County Campus   Advisor: Barbara Capes
- Gordon County Campus Advisor: Barbara Capes
- Polk County Campus   Advisor: Barbara Capes
- Walker County Campus Advisor: Karen Whitfield
- Whitfield Murray Campus   Advisor: Karen Whitfield
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

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

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
XXXX xxxx	Occupational-Guided Elective	3

Total Credit Hours: 14 Minimum Credit Hours for Graduation

MICROSOFT WORD APPLICATION SPECIALIST (MW11) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Floyd County Campus   Advisor: Tony Cantrell
- Gordon County Campus Advisor: Tony Cantrell
- Polk County Campus   Advisor: Tony Cantrell
- Walker County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Whitfield Murray Campus   Advisor: Rocky Spurlock
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

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

Entrance Requirements:

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
CIST 1102	Keyboarding	3
CIST 2127	Comprehensive Word Processing Techniques	3

Total Credit Hours: 9 Minimum Credit Hours for Graduation

OFFICE ACCOUNTING SPECIALIST (OA31) CERTIFICATE

Campus Availability and Advisement:

- *Floyd County Campus   Advisor: Melissa Kirby and Doug Cooper*
- *Walker County Campus   Advisor: Doug   Cooper*

Program Description:

The Office Accounting Specialist technical certificate provides entry-level office accounting skills. Topics include—principles of accounting, computerized accounting and basic computer skills.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
COMP 1000	Introduction to Computer Literacy	3

Total Credit Hours: 14 Minimum Credit Hours for Graduation

OPERATIONS MANAGEMENT SPECIALIST (OM11) CERTIFICATE

Campus Availability and Advisement:

- *Catoosa County Campus   Advisor: Grace Beam*
- *Floyd County Campus   Advisor: Alisa Kinnebrew*
- *Gordon County Campus   Advisor: Melissa Kirby*
- *Walker County Campus   Advisor: Grace Beam*
- *Whitfield Murray Campus   Advisor: Leyner Argueta or Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Operations Management Specialist Certificate prepares individuals to manage and direct physical and technical functions of a variety business or industrial organization. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3

Total Credit Hours: 18 Minimum Credit Hours for Graduation

PAYROLL ACCOUNTING SPECIALIST (PA61) CERTIFICATE

Campus Availability and Advisement:

- *Floyd County Campus   Advisor: Melissa Kirby and Doug Cooper*
- *Gordon County Campus   Advisor: Melissa Kirby*
- *Walker County Campus   Advisor: Doug   Cooper*

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.

Required Courses

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
COMP 1000	Introduction to Computer Literacy	3

Total Credit Hours: 17 Minimum Credit Hours for Graduation

PC REPAIR AND NETWORK TECHNICIAN (PR21) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Floyd County Campus   Advisor: Tony Cantrell
- Gordon County Campus   Advisor: Tony Cantrell
- Polk County Campus   Advisor: Tony Cantrell
- Walker County Campus   Advisor: Dwight Watt or Rocky Spurlock
- Whitfield Murray Campus   Advisor: Rocky   Spurlock

Program Description:

The PC Repair and Network Technician certificate prepares the student with the skills needed to perform personal computer troubleshooting and repair.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Required Courses

CIST 1001	Computer Concepts	4
CIST xxxx	CIST Operating Systems Course	3
CIST 1122	Hardware Installation and Maintenance	4
COMP 1000	Introduction to Computer Literacy	3
CIST 1401	Computer Networking Fundamentals	4
	OR	
CIST 2451	Introduction to Networks - CISCO	4

Total Credit Hours: 18 Minimum Credit Hours for Graduation

QUALITY ASSURANCE SPECIALIST (QA31) CERTIFICATE

Campus Availability and Advisement:

- *Catoosa County Campus   Advisor: Grace Beam*
- *Floyd County Campus   Advisor: Alisa Kinnebrew*
- *Gordon County Campus Advisor: Melissa Kirby*
- *Walker County Campus   Advisor: Grace Beam*
- *Whitfield Murray Campus   Advisor: Leyner Argueta or Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description

This program will acquaint the learner with the philosophy of Six Sigma and methodologies that will enable the student to utilize the skills to eliminate waste and improve efficiencies in the workplace.

Required Courses (9 Credit Hours)

MGMT 1310	Introduction to Quality Assurance	3
MGMT 1315	Define and Measure	3
MGMT 1320	Analyze, Improve, Control	3

Total Credit Hours: 9 Minimum Credit Hours for Graduation

SUPERVISOR/MANAGEMENT SPECIALIST (SS31) CERTIFICATE

Campus Availability and Advisement:

- *Catoosa County Campus   Advisor: Grace Beam*
- *Floyd County Campus   Advisor: Alisa Kinnebrew*
- *Gordon County Campus   Advisor: Melissa Kirby*
- *Walker County Campus   Advisor: Grace Beam*
- *Whitfield Murray Campus   Advisor: Leyner Argueta or Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Supervisor/Manager Specialist Certificate prepares individuals to become supervisors in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Supervisor/Manager Specialist TCC.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
MGMT 1110	Employment Rules & Regulations	3
	OR	
MKTG 1130	Business Regulations and Compliance	3
	OR	
MGMT 2120	Labor Management Relations	3

Total Credit Hours: 12 Minimum Credit Hours for Graduation

SUPPLY CHAIN SPECIALIST (SCS1) CERTIFICATE

Campus Availability:

- Catoosa County Campus   Advisor: Grace Beam
- Whitfield Murray Campus   *Advisor: Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact advisor above.*

Program Video

Program Description:

The Supply Chain Specialist certificate program provides foundational knowledge of activities associated with getting products from their point of origin to the consumer. Topics include basic fundamentals of supply chain management, including a general knowledge of current management practices in logistics management, E-Commerce (EC), global supply chains, logistics, and transportation.

Note: All occupational curriculum within this program must be completed with a "C" or better in order to graduate from the program.

Required Courses

LOGI 1000	Business Logistics	3
SCMA 1000	Introduction to Supply Chain Management	3
SCMA 1003	Introduction to Transportation and Logistics Management	3
SCMA 1015	E-Commerce in Supply Chain Management	3
SCMA 2103	Supply Chain Management Concepts	3
SCMA 2106	Key Issues in the Global Integrated Supply Chain	3

Total Credit Hours: 18 Minimum Credit Hours for Graduation

TAX PREPARATION SPECIALIST (TPS1) CERTIFICATE

Campus Availability and Advisement:

- *Floyd County Campus   Advisor: Melissa Kirby and Doug Cooper*
- *Gordon County Campus   Advisor: Melissa Kirby*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Tax Preparation Specialist 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.

Required Courses

COMP 1000	Introduction to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT xxxx	Accounting Elective	3

Total Credit Hours: 16 Minimum Credit Hours for Graduation

TECHNICAL MANAGEMENT SPECIALIST (TMS1) CERTIFICATE

Campus Availability and Advisement:
- *Catoosa County Campus   Advisor: Grace Beam*
- *Floyd County Campus   Advisor: Alisa Kinnebrew*
- *Gordon County Campus   Advisor: Melissa Kirby*
- *Walker County Campus   Advisor: Grace Beam*
- *Whitfield Murray Campus   Advisor: Leyner Argueta or Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The Technical Management Specialist Certificate is designed to build upon a student's previously achieved TCC, Diploma or Associate Degree and add the management component to their education. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required to work in the student's current area of expertise. Graduates will receive a Technical Management Specialist TCC.

Required Courses

MGMT 1100	Principles of Management	3
MGMT 1110	Employment Rules & Regulations	3
	OR	
MKTG 1130	Business Regulations and Compliance	3
	OR	
MGMT 2120	Labor Management Relations	3
MGMT 2115	Human Resource Management	3
COMP 1000	Introduction to Computer Literacy	3
XXXX xxxx	Specific Occupational-Guided Electives (See Advisor)	12

Total Credit Hours: 24 Minimum Credit Hours for Graduation

TECHNICAL SPECIALIST (TC31) CERTIFICATE

Campus Availability and Advisement:

- *Catoosa County Campus   Advisement: Gail Bell*
- *Floyd County Campus   Advisement: Jennifer Carter*
- *Gordon County Campus Advisement: AJ Jackson*
- *Polk County Campus   Advisement: Tonja McCurdy-Jennings*
- *Walker County Campus Advisement: Jim Moore or Brittany Elrod or Thomas Street*
- *Whitfield Murray Campus   Advisement: Kevan Watkins*

Program Description:

The purpose of this certificate is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

Required Courses

ENGL 1101	Composition and Rhetoric	3
COMP 1000	Introduction to Computer Literacy	3

Humanities/Fine Arts Electives (6 credits)

HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3

Social/Behavioral Science Electives (6 credits)

PSYC 1101	Introductory Psychology	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
SOCI 1101	Introduction to Sociology	3
POLS 1101	American Government	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3

Natural Sciences/Mathematics (3 credits)

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1131	Calculus I	4
BIOL 1111	Biology I	3
	AND	
BIOL 1111L	Biology Lab I	1
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1

CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry Lab I	1
PHYS 1110	Conceptual Physics	3
	AND	
PHYS 1110L	Conceptual Physics Lab	1

General Education Core Electives (See Advisor) (6-12 credits)

Occupational Guided Electives (See Advisor) (9-12 credits)

(Note: Some classes may only be available on the Floyd and Walker County Campuses)

Total Credit Hours: 36 Minimum Credit Hours for Graduation

WEB SITE DEVELOPER (ISE1) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Rocky Spurlock
- Polk County Campus   Advisor: Tony Cantrell
- Walker County Campus   Advisor: Rocky Spurlock
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description:

The curriculum in the Web Site Developer 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 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 employed in the computer industry or already trained in a related computer area who wish to upgrade their skills with advanced courses.

Program Technical Requirements

1. All CIST programs require windows based PC.

2. Mac and Linux based computers are not compatible with programs.

3. CIST 1510 Web Graphics 1 and CIST 2531 Web Graphics 2 require an Adobe Photoshop subscription.

Required Courses

CIST 1305	Program Design and Development	3
CIST 1210	Introduction to Oracle Databases	4
	OR	
CIST 1220	Structured Query Language (SQL)	4
CIST 1510	Web Development I	3
CIST 1520	Scripting Technologies	3
CIST 1530	Web Graphics I	3
CIST 2550	Web Development II	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST xxxx	Elective	3
CIST 2541	Web Animation II	3
	OR	
CIST 2531	Web Graphics II	3
CIST 2560	Web Application Programming I	4
	OR	
CIST 2570	Open Source Web Application Programming I	4
	OR	
CIST 2381	Mobile Application Development	4

	OR	
CIST 2371	Java Programming I	4
	OR	
CIST 2311	Visual Basic I	4
	OR	
CIST 2351	PHP Programming I	4
	OR	
CIST 2341	C# Programming I	4
	OR	
CIST 2580	Interactive and Social Apps Integration	4

Total Credit Hours: 35 Minimum Credit Hours for Graduation

Programs of Study-Health

The following associate of applied science (A.A.S.) degree, diploma, and certificate programs are located in the Health Technologies Division. All programs are not offered on every campus. As with all GNTC programs, students interested in Health Technologies Division programs should consult specific program information in this catalog to see where the program is offered and visit or call the Admissions Office to discuss program admission requirements and entry dates. The following is a list of the Health Technology degrees, diplomas, and certificates that GNTC offers. The letters following the program names identify the campuses where the programs are taught. (F-Floyd County Campus, G-Gordon County Campus, P-Polk County Campus, W-Walker County Campus, and WM-Whitfield Murray Campus).

Click on Program Names Below for Information and Curriculum

Associate of Applied Science Degree Programs
Adult Echocardiography (EC33) (p. 109) - F
Diagnostic Medical Sonography (DMS3) (p. 112) - F
Health Care Management (HC23) - F, W
Health Information Management Technology (HI13) (p. 114) - W
Radiologic Technology (RT23) (p. 117) - F
Respiratory Care (RCT3) (p. 119) - F
Vascular (VA13) (p. 121) - F

Diploma Programs
Dental Assisting (DA12) (p. 123) - G
Health Information Management Coding (HI12) - W

Certificate Programs

Basic Dental Assisting (BDA1) (p. 127) - G
Health Care Assistant (HA21) (p. 128) - C, F, G, P, W, WM
Health Care Science (HS21) (p. 130) - C, F, G, W, WM
Health Information Technician (HI61) (p. 133) - W
Mammography (MA11) (p. 134) - F
Pediatric Echocardiography (PE11) (p. 135) - F
Phlebotomy Technician (PT21) (p. 136) - F, W

Program lengths vary from three months to two years. While most pre-occupational curriculum are available during the day and evening on GNTC's four campuses, most occupational curriculum are held during the day on the Floyd County and Walker County Campuses.

Enrollment Procedures and Information for Health Technologies Georgia Northwestern Technical College

I. Admission Procedures
1. Refer to the Admissions Procedures (p. 399) outlined in the Admissions Policy (p. 397) and complete all requirements.
2. Complete all requirements for entry in the health technology program of choice. Health technology programs each have additional entrance requirements or pre-occupational curriculum that should be taken prior to taking occupational curriculum or receiving official acceptance to the program. Advisors will discuss these requirements with their students. Specific requirements are listed under the program descriptions. When a student is in the final semester of completing courses, he/she will complete a form in the Office of Student Affairs requesting a review of course work at the end of that semester. This form will be available to students during the third week of the semester. An announcement will be made to students regarding this process.

3. All students who complete their pre-occupational curriculum with a "C" or better, apply for addition to the Health Technology eligibility pool, and view the mandatory online Health Technology program orientation will be added to the Health Technology eligibility pool. If a student has not satisfactorily completed the pre-occupational curriculum (example: did not earn a grade of "C" or higher in any required pre-occupational course or did not view the mandatory Health Technology program orientation), the student's name will not be placed in the Health Technology eligibility pool for his/her program of choice. Once the student's academic transcript has been reviewed and it is determined that all pre-occupational requirements have been successfully completed and all classes are within their allowed time frame for possible placement in the Health Technology eligibility pool of their choice, students will be notified by regular mail service to schedule their Psychological Services Bureau Health aptitude Exam (PSB) by following the instructions in the letter. Once the entrance exam is completed, each student's total score will be calculated, and he/she can be entered into the Health Technology eligibility pool. During the semester before the semester students are selected to begin occupational curriculum (for the program selected), the Health Technologies administration staff will use the competitive admissions policies and procedures for each individual program to select those most qualified for entry into the program. All students in the eligibility pool will be notified of their status and advised of their options.

*Students on Health Technologies waiting lists. Current health students who entered the college several semesters ago, and whose names remain on waiting lists for entry into specific programs, will continue to be admitted to individual health programs from the waiting list until the waiting list for each health program is exhausted. If an applicant is unable to enroll in the semester for which he/she receives notification to enter, he/she will be allowed to defer one time only. This deferral will allow the applicant to enter with the next class selected for his/her chosen program of study. If the applicant is unable to enter with the second class, the applicant's name will be removed from the waiting list, and he/she can reapply for the program via the current competitive admissions process.

4. Upon completion of all items (A-C) above, students will receive official notification of acceptance and directions on how to complete enrollment into the Health Technology program of choice. Or, the student will be notified of his/her non-selected status and invited to make an appointment with the Health Technologies administration offices to discuss their options.

5. Attend mandatory programmatic orientation prior to beginning occupational curriculum. In the orientation session, you will find directions on how to complete all necessary steps to enter the Health Technology program of choice. These requirements include, but are not limited to the following:

- Return completed Medical Report Form certifying ability to meet physical and mental performance requirements.
- Obtain approved Criminal History Report if selected by a program. A completed report from an approved provider must be submitted prior to entry into any Health Technology program. Contact the Health Technologies administration office for the Floyd County campus or the Nursing and Allied Health Technologies division for the Walker County campus for an approved list of providers.
- Complete a Health Stream or Tennessee Clinical Placement System TCPS orientation if attending the Walker County Campus. The cost is ten dollars ($10). This fee for online in-services is required by all area hospitals that serve as clinical sites for GNTC in Walker County, Whitfield County, and Hamilton County, TN.
- Pay Liability Insurance Fee for Health Technology student: $15

II. Admissions Categories

Admission to the Health Technologies Division will be in one of the following categories. Minimum admission requirements are implemented for each standard degree, diploma, or certificate program.

1. Learning Support/Provisional (During pre-occupational curriculum only)
2. Health Technology - Pre-occupational
3. Occupational

1. Learning Support/Provisional Admissions: Persons who seek to enroll at Georgia Northwestern Technical College and do not satisfy required admission standards for entry into the Health Technologies programs are classified as Learning Support or Provisional admission status as defined in the Admissions Status section of the Admissions Policy. Upon completion of Learning Support or Provisional status requirements, students will be classified as Regular status.

2. Health Technology - Pre-occupational: All students taking pre-occupational curriculum in preparation for admission into a Health Technology program are enrolled in either Health Care Assistant (HA21), Health Care Science (HS21). This qualifies the student to receive financial aid while taking the required courses for admission into the Health Technology program of choice.

3. Occupational Program: These students are accepted into their respective programs and have completed all pre-occupational curriculum, all program specific requirements, and are either waiting to start occupational curriculum or are currently taking occupational curriculum.

III. Course Validity Duration

Certain pre-occupational curriculum are considered to be of key importance to program completion and are only valid within a set time frame preceding occupational program entry. Students who have completed bachelor degrees, have been employed three of the past five years in an allied health occupation, involved in direct patient care, or are currently in the Health Technology - (program designated) category may apply for a duration extension at the discretion of the Health Technologies Division faculty. Students may take and pass an exam covering the objectives of the course if the duration of acceptance time has elapsed.

Course	Duration of acceptance
Anatomy & Physiology with lab	5 years
College Chemistry	5 years
College Algebra	5 years
College Physics	5 years
Introduction to Microbiology with lab	5 years

Competency Tests

Competency tests are administered each semester for persons wishing to establish credit for courses they have taken, for which they received a grade of "C" or better, which have exceeded the course validity limit. These courses may be transfer courses or courses taken at GNTC. The competency test establishes that they still retain competency in that subject.

For details on competency testing at GNTC, refer to the "Academic Information" (p. 421) section of this catalog.

Upon petition from a student, credit by examination may be given. If circumstantial evidence, such as experiential learning, indicates the probability of special technical aptitude or knowledge on the part of the petitioning student, a written, oral, and/or performance examination will be developed and administered by an instructor of the course. Permission to take such an examination must be

granted by a health technology or nursing and allied health instructor. Students who score 80% or higher on all components of the examination will be awarded a grade of "EX" for the course. The "EX" indicates credit by examination. The "EX" carries no grade points, but the number of credit hours normally assigned to the course will be awarded. A student is eligible to challenge a course only one time. The challenge exam must be taken before the first day of the class in which the student is enrolled. If the student misses his/her scheduled exam appointment, he/she must complete another application with payment and reschedule with the instructor.

Entrance Requirements for Health Technologies

I. Age

17 years old for entrance into Health Technology pre-occupational curriculum

18 years old for entrance into Health Technology programs

II. Education

A High school diploma or GED® is required for all Health Technology programs. Detailed information about education requirements is found under the Education section of the Admissions Policy (p. 397).

III. Health

Applicants must be able to attend school regularly and meet the physical and mental performance requirements of their course, including those required at the medical affiliates. All Health Technology programs require completion of the Medical Report Form after receiving official acceptance into the program. Medical Report Forms cannot be issued prior to program entry.

IV. Assessment Results

Applicants for all health programs must make the minimum required scores in reading, writing, and numeric skills (including algebra for some programs) on the Admission Placement Test (ASSET/COMPASS) or one of the approved entrance tests (example, SAT, ACT) to be admitted as regular students. Gener-ally, students are not admitted to Health Technology programs on a provisional basis. An applicant who has completed, with a "C" grade or better, transferable English and math courses from an accredited institution may be exempt from taking the entrance examination.

Minimum Required Scores

Refer to the Placement Cut Scores chart for required placement test scores for Health Technology programs. The chart is available online at http://www.gntc.edu/admissions/testing.php.

V. Criminal Background Results

Upon being accepted into the occupational curriculum of your program of study each student in Health Technology must have a criminal background check and a drug screen conducted by an approved agency. You will be notified by your program faculty of when these actions must be completed. Students may contact the Health Technologies Division administration staff (Floyd County Campus) at 706-295-6882 or 706-295-6966 or the Health Technologies Division administration staff (Walker County Campus) at 706-764-3851 or 706-764-3520 to obtain a list of approved agencies. Once the approved background check and drug screen have been completed, any questionable results will be reviewed by the clinical affiliates at which the students would be performing their clinical practicum. If the clinical affiliates cannot allow a student to participate at their sites due to the results of the criminal background check and/or drug screen, the program faculty will make an effort to place the GNTC student at another clinical affiliate. If the faculty is unable to find a clinical affiliate that will allow the student to participate in clinical practicum at their sites, the student will not be able to enter or complete the Health Technology program.

Note: Some Health Technology programs have additional requirements, such as additional course completion, additional test scores, professional credentials, or state licensure prerequisites. Please refer to the specific program description for more detailed information. Also, some clinical affiliates may require a specific background vendor and/or drug testing in order to attend clinicals at that institution.

Physical and Mental Performance Requirements for Health Technologies

The Health Technologies Division faculty has specified the following non-academic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Health Technologies Division programs and professional practice. The ability to meet the physical technical standards is documented by the student signing the technical standards declaration form. A student is considered compliant when the student has signed the Technical Standards form applicable to his/her program area which declares that they are able to perform the technical Standards with or without accommodations. The form also contains contact information for the ADA coordinator that serves their campus.

All candidates for a Health Technology degree must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The areas below include examples of necessary activities and skills but are not all-inclusive.

1. Critical Thinking: Critical thinking ability sufficient for clinical judgment. Examples include identification of cause/effect relationships in clinical situations, development of plans of care, transferring knowledge from one situation to another, evaluating outcomes; problem solving; prioritizing; and using short and long term memory. *, **

2. Interpersonal: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients/clients, families, and colleagues; negotiation of interpersonal conflict; and respect of cultural diversity.

3. Communication: Communication abilities sufficient for verbal and written interaction with others. Examples include explanation of treatment procedures; initiation of health teaching, documentation and interpretation of nursing actions and patient/client responses, and written and oral reports to other health care professionals.*

4. Mobility: Physical abilities sufficient for movement from room to room and in small spaces. Examples include moving around in a patient's room, work spaces and treatment areas; administration of cardiopulmonary procedures such as resuscitation; sitting or standing and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent adult patient; squeezing with hands and fingers; and repetitive movements.

5. Motor Skills: Gross and fine motor abilities sufficient for providing safe, effective nursing and patient care. Examples include calibration and use of equipment, positioning of dependent adult patients/clients, grasping and manipulation of small objects/instruments, using a computer keyboard, and writing with a pen.*

6. Hearing: Auditory ability sufficient for monitoring and assessing health needs. Examples include hearing monitor and pump alarms, emergency signals fire alarms, auscultatory sounds, and cries for help.

7. Visual: Visual ability sufficient for observation and assessment necessary in nursing care. Examples include observation of patient/client responses such as respiratory rate and depth, skin color, and other physical signs; visualization of monitors, watches with second hands, medication labels and vials, and increments on a medication syringe; visualization of objects from twenty inches to twenty feet away; use of depth perception and peripheral vision; distinguishing colors; and reading written documents.

8. Tactile: Tactile ability sufficient for physical assessment. Examples include performance of palpation, functions of physical examination (such as discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as insertion of a catheter).

9. Emotional: Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. Examples include establishment of therapeutic interpersonal boundaries, providing patients/clients with emotional support, adapting to changing conditions in the work environment and stress, dealing with unexpected or unpredictable events, maintaining focus on task, performing multiple tasks concurrently, and being able to handle strong emotions

*Is additionally documented by satisfactory completion of the pre-occupational course requirements.

**Is additionally documented by satisfactory completion of the ASSET/COMPASS entrance exam requirements of the Health Technology programs.

Health Technology Program Accreditations

Some individual programs within the Health Technologies Division hold program-specific accreditations or state required division approvals. Individual program accreditations and approval are identified below:

Dental Assisting

The Dental Assisting program at Georgia Northwestern Technical College is accredited by the Commission on Dental Accreditation, American Dental Association (www.ada.org).

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
Telephone: 312-440-4653

Diagnostic Medical Sonography; Adult Echocardiography; Vascular

The Ultrasound programs at Georgia Northwestern Technical College are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354

Health Information Management Technology

The Health Information Management Technology program at Georgia Northwestern Technical College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

CAHIIM
233 N. Michigan Ave, 21st Floor
Chicago, IL 60101-5800
Phone: 312-233-1100
www.cahiim.org

Respiratory Care

The Respiratory Care program at Georgia Northwestern Technical College is accredited by the Commission on Accreditation for Respiratory Care.

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835
www.coarc.com

Pre-Occupational and Occupational Course Requirements

Degree and Diploma Programs

Courses taken during a student's pre-occupational period provide a foundation of knowledge built upon later during the occupational program courses. Pre-occupational courses must be taken before a student enters the program of choice for which they qualify. Occupational courses must be taken after a student is accepted and enters the program for which they qualify. Specific pre-occupational and occupational course requirements for each degree and diploma program are listed on the following pages. See the individual program advisor for more information.

ADULT ECHOCARDIOGRAPHY (EC33) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Dawn Irwin

Program Description:

The Echocardiography program is a technical program designed to prepare students for work in the allied health field as Echocardiographers. The program offers both clinical and didactic instruction. Upon completion of the Echocardiography program, the stu-dent is eligible to apply to take a national certification examination. Program graduates receive an Echocardiography associate degree which qualifies them to apply to take the examinations to become a Registered Sonographer.

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Entrance Dates:

Beginning of any semester for core courses. Occupational courses start every fall semester.

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

18 years old for entrance into Health Technology programs

Pre-Occupational Curriculum (27 Credit Hours)

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
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
PSYC 1101	Introductory Psychology	3
XXXX xxxx	Humanities/Fine Arts Elective	3

Occupational Curriculum (45 Credit Hours)

CAVT 1030	Electrophysiology and Cardiac Anatomy	3
DMSO 1040	Sonographic Physics and Instrumentation	3
DMSO 1080	Sonographic Physics and Instrumentation Registry Review	1
DMSO 1090	Introduction to Vascular Sonography	1
ECHO 1100	Echocardiography Fundamentals	3
ECHO 1310	Echocardiography I	3
ECHO 1320	Echocardiography II	3
ECHO 1370	Echocardiography Clinical I	7
ECHO 2310	Pediatric Echocardiography	3
ECHO 2360	Echocardiography Clinical II	7
ECHO 2370	Echocardiography Clinical III	10
ECHO 2400	Comprehensive Registry Review	1

Total Credit Hours: 72 Minimum Credit Hours for Graduation

HEALTH CARE MANAGEMENT (HC23) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Jill Baker
- Walker County Campus Advisor: Fran Shugars or Deborah Carson

Program Description

The Health Care Management Associate of Applied Science degree provides students with the programmatic preparation necessary to perform as a professional manager in a health care setting.

The following is a suggested path to complete this program in a timely manner. Students should consult with an Allied Health advisor prior to enrolling in any courses as the choice of general education and occupational core classes may be impacted by the program specialization of choice.

General Education Courses (15 Credit Hours)

Area I: Language Arts/Communication (3 hours)
ENGL 1101   Composition and Rhetoric   3

Area II: Social/Behavioral Sciences (Choose one course)
PSYC 1101   Introductory Psychology   3
SOCI 1101   Introduction to Sociology   3

Area III: Natural Science/Mathematics (Choose one course) (CHEM and PHYS require the additional corresponding 1 hour lab)
MATH 1101   Mathematical Modeling   3
MATH 1111   College Algebra   3
MATH 1127   Introduction to Statistics   3
MATH 1103   Quantitative Skills and Reasoning   3
CHEM 1211   Chemistry I   3
                   AND
CHEM 1211L   Chemistry Lab I   1
CHEM 1151   Survey of Inorganic Chemistry   3
                   AND
CHEM 1151L   Survey of Inorganic Chemistry Lab   1
PHYS 1110   Conceptual Physics   3
                   AND
PHYS 1110L   Conceptual Physics Lab   1

Area IV: Humanities/Fine Arts (Choose one course)
ARTS 1101   Art Appreciation   3
ENGL 2130   American Literature   3
HUMN 1101   Introduction to Humanities   3
MUSC 1101   Music Appreciation   3
ENGL 2110   World Literature   3

Additional Course from Areas I, II, III, or IV (Choose one course)
SPCH 1101   Public Speaking   3
PSYC 1101   Introductory Psychology   3
ENGL 1102   Literature and Composition   3
HIST 1111   World History I   3
HIST 1112   World History II   3
HIST 2111   U.S. History I   3

HIST 2112	U.S. History II	3

Occupational Curriculum (45 Credit Hours)

Choose 45 Hours From Courses Below

ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3
BIOL 2113	Anatomy and Physiology I	3
	AND	
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
	AND	
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
	AND	
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 2103	Human Development	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
MGMT 1100	Principles of Management	3
MGMT 2115	Human Resource Management	3
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2375	Healthcare Coding	3

Total Credit Hours: 60 Minimum Credit Hours for Graduation

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS3) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Nina Madden

Program Description:

The Diagnostic Medical Sonography Associate Degree program is a sequence of courses that provides educational opportunities to individuals in didactic and clinical environments that will enable them to gain skills, knowledge and attitudes necessary to graduate and become successful entry-level employees in the field of Diagnostic Medical Sonography. The profession requires critical thinking skills, judgment, and the ability to provide appropriate health care services. Sonographers use high frequency sound waves to produce dynamic visual pictures of internal body structures. The images are evaluated by physicians to make a medical diagnosis. Course work includes sonographic physics, sonographic identification of normal and abnormal anatomy, physiology, pathology, and pathophysiology of the abdomen, pelvis, and small parts of the adult, pediatric, and fetal patient, clinical application courses, interventional sonography, journal and case study review, and comprehensive registry reviews. Program graduates receive a Diagnostic Medical Sonography associate degree which qualifies them to apply to take the examinations to become a Registered Sonographer.

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Entrance Dates:

Beginning of any semester for prerequisite courses, fall semester for occupational curriculum.

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

18 years old for entrance into Health Technology programs

Pre-Occupational Curriculum (27 Credit Hours)

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
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
PSYC 1101	Introductory Psychology	3
XXXX xxxx	Humanities/Fine Arts Elective	3

Occupational Curriculum (51 Credit Hours)

DMSO 1010	Foundations of Sonography	3
DMSO 1020	Sectional Anatomy and Normal Sonographic Appearance	3
DMSO 1040	Sonographic Physics and Instrumentation	3
DMSO 1050	Abdominal Sonography I	3
DMSO 1060	Clinical Sonography I	4
DMSO 1070	Pelvic Sonography and First Trimester Obstetrics	2

DMSO 1080	Sonographic Physics and Instrumentation Registry Review	1
DMSO 1090	Introduction to Vascular Sonography	1
DMSO 1100	Clinical Sonography II	6
DMSO 2010	OB Second and Third Trimesters	3
DMSO 2020	Specialized Sonographic Procedures	2
DMSO 2030	Clinical Sonography III	8
DMSO 2040	Comprehensive ABD and OB/GYN Registry Review	2
DMSO 2050	Clinical Sonography IV	10

Total Credit Hours: 78 Minimum Credit Hours for Graduation

HEALTH INFORMATION MANAGEMENT TECHNOLOGY (HI13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Walker County Campus Advisor: Susan Bowman or Donna Estes

Program Description:

The Health Information Management 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.

The Health Information Management accreditor of Georgia Northwestern Technical College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for Associate degree in HEALTH INFORMATION MANAGEMENT has been reaffirmed through 2022. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at info@cahiim.org.

Upon graduation from a CAHIIM accredited HIT program, students will be eligible to sit for the national certification examination. Upon successful completion of the exam, students will receive the RHIT credential through the American Health Information Management Association (AHIMA).

Program   Outcomes
Program Outcomes for the Health Information Management Technology (HIMT) Program at Georgia Northwestern Technical College (GNTC) Associate of Science Degree.

For Academic Year 2020 the Health Information Management (HIMT) program at GNTC compiled the following results:

- 5 of 7 graduates passed the RHIT credentialing exam on the first attempt, for a pass rate of 71.43%.
- All 9 students in the Fall 2019 cohort graduated for a graduation rate of 100%.
- The program has an in-field job placement rate of 80%.

For further information regarding the accreditation status of the HIMT program at GNTC, visit the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) website.

Entrance Dates:

Beginning of any semester for pre-occupational curriculum and spring and fall semesters for HIMT occupational curriculum.

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into occupational program curriculum

Other:

1. Completion of application to the HIMT program and related procedures during the semester in which the Health Care Science technical certificate credit is completed in the pre-health information management technology track.

2. Achieve a score of 30th percentile on the Psychological Services Bureau, Inc. (PSB) entrance exam during the semester of application to the HIMT program. If, after the third attempt on the entrance examination, you have not received a score of at least 30, you will need to make an appointment with your advisor.

3. Ability to comply with health related standards and meet essential skill requirements, with or without accommodations, including immunization records if required by Clinical Affiliation.

4. For admission to the HIMT degree program, a student must maintain an average GPA of 2.8 in all the general education courses and the occupational courses in the pre-health information management technology track found in the Health Care Science technical certificate of credit.

5. Liability insurance payment during the semester prior to the practicum course (HIMT 2460).

6. Background Check during the semester prior to the practicum course (HIMT 2460).

7. Students transferring from other HIMT programs must complete 25% of their coursework at GNTC to receive a degree from GNTC. All HIMT courses taken at other programs must be evaluated for transfer credit to the HIMT program here at GNTC.

Retention Policies:

Students must maintain a semester GPA of 2.0 or better. A "C" or (70) or better must be achieved in each course in order to progress to the next semester of the program.

Program Final Exit Point:

Program graduates will be eligible to sit for the Registered Health Information Technician (RHIT) examination. Students prepare for this examination through a series of practice tests and successful completion of an RHIT-styled Exit Exam during the HIMT 2460 (Health Information Technology Practicum) course. Currently, 100% of the students taking the RHIT exit exam at the end of the HIMT 2460 course pass with a grade of 75% or better.

General Education Courses (20 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
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

Refer to General Education Core Courses (p. 422)

Pre-Health Information Management (16 Credit Hours)

MAST 1120	Human Diseases	3
XXXX xxxx	Program Specific General Education Elective	3
HIMT 1100	Introduction to Health Information Technology	3
HIMT 1150	Computer Applications in Healthcare	3
HIMT 1250	Health Record Content and Structure	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2

		OR	
BUSN 2300	Medical Terminology		2

Occupational Curriculum (30 Credit Hours)

HIMT 1200	Legal Aspects of Healthcare	3
HIMT 1350	Pharmacotherapy	2
HIMT 2200	Performance Improvement	3
HIMT 1400	Coding and Classification - ICD Basic	4
HIMT 2300	Healthcare Management	3
HIMT 2150	Healthcare Statistics	3
HIMT 1410	Coding and Classification - ICD Advanced	3
HIMT 2400	Coding and Classification - CPT/HCPCS	3
HIMT 2410	Revenue Cycle Management	3
HIMT 2460	Health Information Technology Practicum	3

Total Credit Hours: 66 Minimum Credit Hours for Graduation

RADIOLOGIC TECHNOLOGY (RT23) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Susan Wheat

Program Description:

The Radiologic Technology associate degree 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 an associate of applied science degree, have the qualifications of a radiographer, and are eligible to apply to sit for a national certification examination for radiographers.

Entrance Dates:

Beginning of any semester for pre-occupational curriculum. Fall semester for occupational curriculum.

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

18 years old for entrance into Health Technology programs

Pre-Occupational Curriculum (25 Credit Hours)

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
ENGL 1101	Composition and Rhetoric	3
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
XXXX xxxx	General Education Core Elective	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Occupational Curriculum (52 Credit Hours)

RADT 1010	Introduction to Radiology	4
RADT 1030	Radiographic Procedures I	3
RADT 1060	Radiographic Procedures II	3
RADT 1065	Radiologic Science	2
RADT 1075	Radiographic Imaging	4
RADT 1085	Radiologic Equipment	3
RADT 1200	Principles of Radiation Biology and Protection	2
RADT 1320	Clinical Radiography I	4
RADT 1330	Clinical Radiography II	7
RADT 2090	Radiographic Procedures III	2
RADT 2260	Radiologic Technology Review	3
RADT 2340	Clinical Radiography III	6

RADT 2360   Clinical Radiography V   9

Total Credit Hours: 77 Minimum Credit Hours for Graduation

RESPIRATORY CARE (RCT3) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Zenia Bratton or Kimberly Temple

Program Video

Program Description:

The Respiratory Care program is a sequence of courses that prepares students for careers in the field of Respiratory Care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in areas such as pulmonary and cardiac pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care.

Program graduates receive a Respiratory Care Associate Degree which qualifies them to apply to take the examinations to become a Registered Respiratory Therapist. The Therapist Multiple-Choice Examination is designed to objectively measure essential knowledge, skills, and abilities required of entry-level respiratory therapists, as well as determine eligibility for the Clinical Simulation Examination. To work in the state of Georgia, all respiratory care practitioners must apply and be granted a license. The CRT and/or RRT credentials are used as the basis for the licensure in all of the 49 states that regulate the practice of respiratory care.

The Respiratory Care Technology program at Georgia Northwestern Technical College is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com). Programmatic Outcomes Data can be found at www.coarc.com/47.html.

Entrance Dates:

Beginning of any semester for pre-occupational curriculum. Spring semester for occupational curriculum.

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

18 years old for entrance into Health Technology programs

Pre-Occupational Curriculum (28 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
XXXX xxxx	Humanities/Fine Arts Elective	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	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1211	Chemistry I	3
	AND	
CHEM 1211L	Chemistry Lab I	1
	OR	
CHEM 1151	Survey of Inorganic Chemistry	3
	AND	
CHEM 1151L	Survey of Inorganic Chemistry Lab	1

Occupational Curriculum (50 Credit Hours)

RESP 1110	Pharmacology	3
RESP 1120	Introduction to Respiratory Therapy	3
RESP 1130	Respiratory Therapy Lab I	4
RESP 1193	Cardiopulmonary Anatomy and Physiology	4
RESP 2090	Clinical Practice I	2
RESP 2100	Clinical Practice II	2
RESP 2110	Pulmonary Disease	3
RESP 2120	Critical Respiratory Care	2
RESP 2130	Mechanical Ventilation and Airway Management	4
RESP 2140	Advanced Critical Care Monitoring	1
RESP 2150	Pulmonary Function Testing	1
RESP 2160	Neonatal Pediatric Respiratory Care	3
RESP 2170	Advanced Respiratory Care Seminar	3
RESP 2180	Clinical Practice III	2
RESP 2190	Clinical Practice IV	2
RESP 2200	Clinical Practice V	3
RESP 2220	Clinical Practice VI	7
RESP 2270	Rehabilitation and Home Care	1

Total Credit Hours: 78 Minimum Credit Hours for Graduation

VASCULAR (VA13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Crista Resch

Program Description:

The Vascular program offers didactic and clinical instruction leading to an associate degree in a health technology profession that specializes in the diagnosis and treatment of pathologic conditions of the circulatory system. The program will prepare students to become competent entry level Vascular Technologists in a health care facility under the supervision of a physician. Vascular Technologists use high frequency sound waves to conduct investigations of venous and arterial vessels in the body. The information from their investigation is evaluated by physicians to make a medical diagnosis. Course work includes sonographic physics, sonographic identification of normal and abnormal anatomy, physiology, pathology, and pathophysiology of the venous and arte-rial systems, case study reviews, and a comprehensive registry review. Program graduates receive an associate degree which qualifies them to apply to take the national examinations to become a Registered Sonographer.

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Entrance Dates:

Beginning of any semester for pre-occupational curriculum. Fall semester for occupational curriculum.

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

          18 years old for entrance into Health Technology programs

Pre-Occupational Curriculum (27 Credit Hours)

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
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
PSYC 1101	Introductory Psychology	3
XXXX xxxx	Humanities/Fine Arts Elective	3

Occupational Curriculum (46 Credit Hours)

DMSO 1020	Sectional Anatomy and Normal Sonographic Appearance	3
DMSO 1040	Sonographic Physics and Instrumentation	3
DMSO 1080	Sonographic Physics and Instrumentation Registry Review	1
VAST 1041	Vascular I	4
VAST 1100	Vascular Fundamentals	3
VAST 2030	Essentials of Echocardiography	2
VAST 2060	Vascular Clinical I	6

VAST 2071	Vascular II	4
VAST 2080	Vascular Clinical II	8
VAST 2090	Vascular Clinical III	11
VAST 2100	Advanced Vascular Technology Registry Review	1

Total Credit Hours: 73 Minimum Credit Hours for Graduation

DENTAL ASSISTING (DA12) DIPLOMA

Campus Availability and Advisement:

- Gordon County Campus Advisor: Allison Patnode

Program Video

Program Description:

The Dental Assisting accredited program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of dental assisting. Graduates of the program receive a Dental Assisting diploma, a certificate in Dental Radiology, a certificate as an Expanded Duties Dental Assistant (EDDA), and are eligible to sit for The Dental Assisting National Board to become a Certified Dental Assistant (CDA).

The Dental Assisting program at Georgia Northwestern Technical College is accredited by the Commission on Dental Accreditation (CODA), American Dental Association (www.ada.org).

Commission on Dental Accreditation (CODA)
American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611
Telephone: 312-440-4653

Entrance Dates:

Fall Semester.

Students must complete all pre-occupational courses by the end of spring semester to enter in the fall semester.

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

18 years old for entrance into Health Technology programs

Other:
1. During your last semester of pre-occupational courses, see your advisor to apply for competitive entry
2. Take the Psychological Services Bureau, Inc. (PSB) entrance exam
3. GPA and PSB scores are calculated, accepted students will receive notification of mandatory orientation
4. Background check and Drug Screening are required through PSI

   Attending Mandatory Orientation
5. Documentation of ability to comply with health-related standards and meet minimum essential skill requirements and immunization records will be required
6. Payment of fees for liability insurance
7. Documentation of current Healthcare Provider CPR certification

8. Students interested in taking part in the dental assisting program need to review the policies on bloodborne and infectious diseases and radiation exposure found in the Dental Assisting Program Manual. Click here to download the manual.

Program graduates are eligible to apply to sit for the Dental Assisting National Board.

Pre-Occupational Curriculum (16 Credit Hours Minimum)

ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
ALHS 1040	Introduction to Health Care	3
MATH 1012	Foundations of Mathematics	3
COMP 1000	Introduction to Computer Literacy	3
	OR	
MAST 1060	Medical Office Procedures	4
ALHS 1011	Structure and Function of the Human Body	5
	OR	
DENA 1010	Basic Human Biology	1

Occupational Curriculum (39 Credit Hours)

DENA 1050	Microbiology and Infection Control	3
DENA 1030	Preventive Dentistry	2
DENA 1080	Dental Anatomy	5
DENA 1340	Dental Assisting I: General Chairside	6
DENA 1070	Oral Pathology and Therapeutics	2
DENA 1350	Dental Assisting II: Dental Specialties and EFDA Skills	7
DENA 1390	Dental Radiology	4
DENA 1090	Dental Assisting National Board Examination Preparation	1
DENA 1400	Dental Practice Management	2
DENA 1460	Dental Practicum I	1
DENA 1470	Dental Practicum II	1
DENA 1480	Dental Practicum III	5

Total Credit Hours: 55 Minimum Credit Hours for Graduation

HEALTH INFORMATION MANAGEMENT CODING (HI12) DIPLOMA

Campus Availability and Advisement:
- Walker County Campus Advisor: Susan Bowman or Donna Estes
- *This program is also available 100% online.*

Program Description:

The Health Information Management Technology program prepares students to be medical coders and billers to classify medical records according to accepted standards. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. The program offers training in anatomy and physiology, medical terminology, diagnostic coding, and medical procedural coding.

Entrance Dates:

Beginning of any semester for pre-occupational curriculum and FALL SEMESTER ONLY for HIMT occupational curriculum.

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum;

18 years old for entrance into occupational program curriculum.

Other:
1. Completion of application to the HIMT Health Information Diploma program and related procedures during the semester in which basic skills courses and occupational prerequisite courses are completed.
2. Achieve a score of 30th percentile on the Psychological Services Bureau, Inc. (PSB) Health Occupations Aptitude Exam (HOAE) entrance exam. If, after the third attempt on the entrance examination, you have not received a score of at least 30, you will need to make an appointment with your advisor.
3. GPA of at least 2.8 calculated for the program is required for all program related basic skills and occupational prerequisite courses.
4. Students transferring from other HIMT coding diploma programs must complete 25% of their coursework at GNTC to receive a diploma from GNTC. All HIMT courses considered for transfer credit must be evaluated before transfer credit is granted.

Retention Policies:

Students must maintain a semester GPA of 2.0 or better. A "C" or (70) or better must be achieved in each course in order to progress to the next semester of the program.

Program Final Exit Point:

Program graduates will be eligible to sit for the Certified Coding Associate (CCA) examination.

Basic Skills Courses (8-9 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3

MATH 1013	Algebraic Concepts	3
	OR	
MATH 1012	Foundations of Mathematics	3

Occupational Prerequisites (10 Credit Hours)

ALHS 1011	Structure and Function of the Human Body	5
MAST 1120	Human Diseases	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	OR	
BUSN 2300	Medical Terminology	2

Occupational Curriculum (30 Credit Hours)

HIMT 1100	Introduction to Health Information Technology	3
HIMT 1150	Computer Applications in Healthcare	3
HIMT 1200	Legal Aspects of Healthcare	3
HIMT 1250	Health Record Content and Structure	2
HIMT 1350	Pharmacotherapy	2
HIMT 1400	Coding and Classification - ICD Basic	4
HIMT 1410	Coding and Classification - ICD Advanced	3
HIMT 2400	Coding and Classification - CPT/HCPCS	3
HIMT 2410	Revenue Cycle Management	3
HIMT 2500	Certification Seminar	4

Total Credit Hours: 48 Minimum Credit Hours for Graduation

BASIC DENTAL ASSISTING (BDA1) CERTIFICATE

Campus Availability and Advisement:

- Gordon County Campus   Advisor: Allison Patnode

Program Description:

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

Note:

The Basic Dental Assisting certificate program is not Commission on Dental Accreditation (CODA) accredited.

In order to be accepted into the Basic Dental Assisting certificate program, students must first be accepted into the Dental Assisting diploma program. The Basic Dental Assisting certificate is obtained after the successful completion of the first semester of the Dental Assisting diploma program. For information on how to be accepted into the Dental Assisting diploma program, and the prerequisites required, please see the Dental Assisting diploma catalog page by clicking here.

Required Courses

DENA 1050	Microbiology and Infection Control	3
DENA 1080	Dental Anatomy	5
DENA 1340	Dental Assisting I: General Chairside	6

Total Credit Hours: 14 Minimum Credit Hours for Graduation

HEALTH CARE ASSISTANT (HA21) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Frances Shugars
- Floyd County Campus   Advisor: Jill Baker
- Gordon County Campus   Advisor: Audrey Thompson
- Walker County Campus   Advisor: Frances Shugars
- Whitfield   Murray   Campus   Advisor: Frances   Shugars

(Note: Some classes may only be available on the Floyd, Gordon, and Walker County Campuses)

Program Description:

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

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

     18 years old for entrance into Health Technology programs

Pre-Occupational Curriculum (22 credit hours)

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics OR	3
MATH 1013	Algebraic Concepts	3
PSYC 1010	Basic Psychology	3

And completion of ONE of the following sets of occupational curriculum for a specialization:

Certified Nursing Assistant Specialty (14 Credit Hours)

NAST 1100	Nurse Aide Fundamentals	6
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
XXXX xxxx	Occupational related electives (See advisor for recommended list)	6

Phlebotomy Specialty (14 Credit Hours)

PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5
XXXX xxxx	Occupational related electives (See advisor for recommended list)	6

Office Specialty (14 Credit Hours)

BUSN 1440	Document Production	4
BUSN 1240	Office Procedures	3
BUSN 2340	Healthcare Administrative Procedures	4

XXXX xxxx	Occupational Related Elective (See advisor for recommended list)	3

Medical Coding Specialty (14 Credit Hours)

(Floyd and Walker County Campuses Only)

BUSN 1440	Document Production	4
MAST 1120	Human Diseases	3
MAST 1510	Medical Billing and Coding I	2
MAST 1520	Medical Billing and Coding II	3
MAST 1530	Medical Procedural Coding	2

Mammography Specialty (15 Credit Hours)

(Floyd County Campus Only)

This specialization open only to anyone who is registered with the ARRT as a radiographer (RT)R

RADT 2520	Mammographic Anatomy, Physics and Positioning	6
RADT 2530	Clinical Mammography	6
XXXX xxxx	Occupational Related Elective (See advisor for recommended list)	3

Central Sterile Supply Processing Specialty (16 Credit Hours)

(Walker County Campus Only)

CSSP 1010	Central Sterile Supply Processing Technician	5
CSSP 1020	Central Sterile Supply Processing Technician Practicum I	6
CSSP 1022	Central Sterile Supply Processing Technician Practicum II	5

Total Credit Hours: 36 Minimum Credit Hours for Graduation

HEALTH CARE SCIENCE (HS21) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Frances Shugars
- Floyd County Campus   Advisor: Jill Baker
- Gordon County Campus Advisor: Audrey Thompson
- Walker County Campus   Advisor: Frances Shugars *(Note: Some classes may only be available on the Floyd and Walker Campuses)*

Program Description:

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

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

18 years old for entrance into Health Technology programs

General Education Core (12 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
XXXX xxxx	Humanities/Fine Arts Elective	3
MATH xxxx	See Program Specific Requirements	3

General Core Science (8 Credit Hours)

(Not Required For Phlebotomy Track)

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

And completion of ONE of the following healthcare tracks (5-21 Hours):

Pre-Adult Echocardiography (7 Credit Hours)

MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Pre-Associate Degree Nursing (10 Credit Hours)

BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 2103	Human Development	3
SPCH 1101	Public Speaking	3

Pre-Diagnostic Medical Sonography (7 Credit Hours)

MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Pre-Health Information Mgmt Technology (16 Credit Hours)

MAST 1120	Human Diseases	3
XXXX xxxx	Program Specific General Education Elective	3

HIMT 1100	Introduction to Health Information Technology	3
HIMT 1150	Computer Applications in Healthcare	3
HIMT 1250	Health Record Content and Structure	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	OR	
BUSN 2300	Medical Terminology	2

Pre-Medical Assisting (8 Credit Hours)
XXXX xxxx	General Education Core Elective	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3

Pre-Neuromuscular Therapist (5 Credit Hours)
| SPCH 1101 | Public Speaking | 3 |
| ALHS 1090 | Medical Terminology for Allied Health Sciences | 2 |

Pre-Nursing LPN to AND Transition Program (10 Credit Hours)
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 2103	Human Development	3
SPCH 1101	Public Speaking	3

Pre-Paramedicine (6 Credit Hours)
| XXXX xxxx | General Education Core Elective | 3 |
| EMSP 1510 | Advanced Concepts for the AEMT | 3 |

Pre-Pharmacy Technology (11 Credit Hours)
XXXX xxxx	General Education Core Elective	3
COMP 1000	Introduction to Computer Literacy	3
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	OR	
BUSN 2300	Medical Terminology	2

Pre-Radiologic Technology (5 Credit Hours)
| XXXX xxxx | General Education Core Elective | 3 |
| ALHS 1090 | Medical Terminology for Allied Health Sciences | 2 |

Pre-Respiratory Care (8 Credit Hours)
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1

Pre-Surgical Technology (10 Credit Hours)
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
XXXX xxxx	General Education Core Elective	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Pre-Vascular (7 Credit Hours)
MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Certified Nursing Assistant (10 Credit Hours)

ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6

Phlebotomy (21 Credit Hours)

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1040	Introduction to Health Care	3
COMP 1000	Introduction to Computer Literacy	3
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5

Mammography (14 Credit Hours)

(Floyd County Campus Only)

ALHS 1090	Medical Terminology for Allied Health Sciences	2
RADT 2520	Mammographic Anatomy, Physics and Positioning	6
RADT 2530	Clinical Mammography	6

Total Credit Hours: 25-36 Credit Hours for Graduation

HEALTH INFORMATION TECHNICIAN (HI61) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus   Advisor: Susan   Bowman   or   Donna   Estes

Program Description:

The Health Information Technician Certificate program is a sequence of courses designed to prepare the student with the fundamental skills needed for entry level health information management positions. Upon completion of the certificate, students are eligible to continue into the Health Information Management Technology degree program (HI13).

Required Courses

ENGL 1101	Composition and Rhetoric	3
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective	3
PSYC 1101	Introductory Psychology	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
MAST 1120	Human Diseases	3
HIMT 1100	Introduction to Health Information Technology	3
HIMT 1150	Computer Applications in Healthcare	3
HIMT 1250	Health Record Content and Structure	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	OR	
BUSN 2300	Medical Terminology	2

Total Credit Hours: 36 Minimum Credit Hours for Graduation

MAMMOGRAPHY (MA11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Susan Wheat or Teresa Resch
- *This program is also available 100% online. For online advisement, contact advisor above.*

Program Description:

The Mammography certificate program is an add on certificate for those who are already a Registered Radiographic Technologist registered by the American Registry of Radiologic Technologists (AART). It prepares students to apply to sit for the national certification examination in mammography offered by the (ARRT). The program meets MQSA initial education requirements for mammographers, and continuing education requirements. This program leads to a technical certificate and can usually be completed in one semester.

Entrance Dates:

Spring Semester

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

          18 years old for entrance into Health Technology programs

Education: Open to anyone who is registered with the ARRT as a radiographer (RT)R.

Required Courses

| RADT 2520 | Mammographic Anatomy, Physics and Positioning | 6 |
| RADT 2530 | Clinical Mammography | 6 |

Total Credit Hours: 12 Minimum Credit Hours for Graduation

PEDIATRIC ECHOCARDIOGRAPHY (PE11)

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Dawn Irwin

Program Description

The Pediatric Echocardiography program is a technical program designed to prepare students for work in the allied health field as Pediatric Echocardiographers. The program offers both clinical and didactic instruction. Upon completion of the Pediatric Echocardiography program, the student is eligible to apply to take a national certification examination. Program graduates receive a Pediatric Echocardiography certificate and a clinical verification form which qualifies them to apply to take the examination to attain the additional pediatric echocardiography registry.

Admissions Requirement: Must be currently registered as an Adult Sonographer through Cardiovascular Credentialing International (CCI) or American Registry for Diagnostic Medical Sonography (ARDMS).

Required Courses

PEDS 1000	Pediatric Congenital Echocardiography	4
PEDS 1100	Pediatric Congenital Echocardiography Clinical I	2
PEDS 2100	Pediatric Congenital Sonography Clinical II	3

Total Credit Hours: 9 Minimum Credit Hours for Graduation

PHLEBOTOMY TECHNICIAN (PT21) CERTIFICATE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Tracey Mercado
- Walker County Campus   Advisor: Frances Shugars

Program Description:

The Phlebotomy Technician program trains students to draw and process blood specimens. Phlebotomy technicians typically work in concert with medical lab technicians in hospitals or other healthcare organizations. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

Entrance Date:

Fall Semester on FCC and Spring Semester on WCC

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

        18 years old for entrance into Health Technology programs

Note: Students will be required to purchase mandatory uniform and minimal supplies for the Phlebotomy program, along with completing a CPR course. Students entering the Phlebotomy program are required to complete a standardized physical examination, drug screen, background check, Health Program Orientation and pay liability insurance prior to having physical contact with patients. Each student will be given a physical form from the instructor of PHLT 1030 course. PHLT 1050 requires daytime clinical hours.

Required Courses

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1040	Introduction to Health Care	3
COMP 1000	Introduction to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5

Total Credit Hours: 24 Minimum Credit Hours for Graduation

Programs of Study- Nursing and Allied Health

The following associate degree, diploma, and certificate programs are located in The Nursing and Allied Health Technologies Division. All programs are not offered on every campus. As with all GNTC programs, students interested in Nursing and Allied Health Technologies programs should consult specific program information in this catalog to see where the program is offered and visit or call the Admissions Office to discuss program admission requirements and entry dates. The following is a list of the Nursing and Allied Health Technologies degrees, diplomas, and certificates that GNTC offers. The letters following the program names identify the campuses where the programs are taught. (F-Floyd County Campus, G-Gordon County Campus, P-Polk County Campus, W-Walker County Campus, and WM-Whitfield Murray Campus).

Click on Program Names Below for Information and Curriculum

Associate of Science in Nursing Degree Programs
Nursing (NU33) (p. 146) - W
Nursing LPN to ASN Transition Program (NLT3) (p. 151) - W

Associate of Applied Science Degree Programs
Health Care Management (HC23) - F, W
Medical Assisting (MA23) (p. 156) - F, W
Paramedicine (PT13) (p. 158) - F
Surgical Technology (ST13) (p. 160) - W

Diploma Programs
EMS Professions (EP12) (p. 162) - C, F
Human Lactation (LC12) (p. 164) - G
Medical Assisting (MA22) (p. 166) - F, W
Paramedicine (PT12) (p. 168) - F
Practical Nursing (PN12) (p. 170) - F, W
Surgical Technology (ST12) (p. 174) - W

Certificate Programs
Advanced Emergency Medical Technician (AEMT) (EMH1) (p. 176) - C, F, G
Central Sterile Supply Processing Technician- Adv (CS91) (p. 178) - W
Emergency Medical Responder (EMR) (EB71) (p. 179) - F, G
Emergency Medical Technician (EMT) (EMJ1) (p. 180) - C, F, G
Health Care Assistant (HA21) (p. 182) - C, F, G, P, W, WM
Health Care Science (HS21) (p. 184) - C, F, G, W, WM
 (p. 187)Human Lactation (LC31) (p. 187)- G
Medical Front Office Specialist (MJ71) (p. 189) - F, W
Patient Care Assistant (PC21) (p. 190) - F, G, W
Pre-Hospital   EMS   Operations   (PEO1)   (p.   191)   -   C,   F,   G

Program lengths vary from three months to two years. While most pre-occupational curriculum are available during the day and evening on GNTC's four campuses, most occupational curriculum are held during the day on the Floyd County and Walker County Campuses.

Enrollment Procedures and Information for Nursing and Allied Health Technologies at Georgia Northwestern Technical College

I. Admission Procedures
1. Refer to the Admissions Procedures outlined in the Admissions Policy and complete all requirements.
2. Complete all requirements for entry in the nursing and allied health technologies program of choice. Nursing and allied health technologies programs each have additional entrance requirements or pre-occupational curriculum that should be taken prior to taking occupational

curriculum or receiving official acceptance to the program. Advisors will discuss these requirements with their students. Specific requirements are listed under the program descriptions. When a student is in the final semester of completing courses, he/she will complete a form in the Office of Student Affairs requesting a review of course work at the end of that semester. This form will be available to students during the third week of the semester. An announcement will be made to students regarding this process.

3. All students who complete their pre-occupational curriculum with a "C" or better, apply for addition to the Nursing and Allied Health Technologies programs eligibility pool, and have attended the mandatory Nursing and Allied Health programs orientation will be added to the Nursing and Allied Health Technologies programs eligibility pool. If a student has not satisfactorily completed the pre-occupational curriculum (example: did not earn a grade of "C" or higher in any required preoccupational course or did not attend the mandatory Nursing and Allied Health Technologies programs orientation), the student's name will not be placed in the Nursing and Allied Health Technologies programs eligibility pool for their program of choice. Once the student's transcript has been reviewed, and it is determined that all requirements have been met for placement in the Nursing and Allied Health Programs Eligibility Pool, students will be notified to contact the Nursing and AlliedHealth Technologies administrative assistants to take the appropriate entrance exam for their program of choice. Once that is completed, each student's total score will be calculated and he/she will be entered into the Nursing and Allied Health Technologies programs eligibility pool. During the semester, before the program selected will be admitting students, the Nursing and Allied Health Technologies administration staff will use the competitive admissions policies and procedures for each individual program to select those most qualified for entry into the program. All students in the eligibility pool will be notified of their status and advised of their options.

4. Upon completion of all items above, students will receive official notification of acceptance and directions on how to complete enrollment into the Nursing and Allied Health Technologies program of choice. Or, the student will be notified of his/her non-selected status and invited to make an appointment with the Nursing and Allied Health Technologies administration offices to discuss their options.

5. Steps to enter the Nursing and Allied Health program of choice. These requirements include, but are not limited to the following:
   - Return completed Medical Report Form certifying ability to meet physical and mental performance requirements.
   - Obtain approved Criminal History Report if selected by a program. A completed report from an approved provider must be submitted prior to entry into any Nursing and Allied Health Technologies program. Contact the Health Technologies administration office for the Floyd County campus or the Nursing and Allied Health Division for the Catoosa and Walker County campus for an approved list of providers.
   - Complete a Health Stream or Tennessee Clinical Placement System TCPS orientation if attending the Walker County Campus. The cost is ten dollars ($10). This fee for online in-services is required by all area hospitals that serve as clinical sites for GNTC in Walker County, Whitfield County and Hamilton County, TN.
   - Pay the Nursing and Allied Health Liability Insurance Fee:

Class I Level Student $15
Class II Level Student (EMT/Paramedic Only) $51

II. Admissions Categories

Admission to the Nursing and Allied Health Technologies Division will be in one of the following categories. Minimum admission requirements are implemented for each standard degree, diploma, or certificate program.

1. Learning Support/Provisional (During pre-occupational curriculum only)
2. Nursing and Allied Health - (Pre-occupational)
3. Occupational

1. Learning Support/Provisional Admissions: Persons who seek to enroll at Georgia Northwestern Technical College and do not satisfy required admission standards for entry into the Nursing and Allied Health Technologies Programs are classified as Learning Support or Provisional admission status as defined in the Admissions Status section of the Admissions Policy. Upon completion of Learning Support or Provisional status requirements, students will be classified as Regular status.
2. Nursing and Allied Health - Pre-occupational: All students taking pre-occupational curriculum in preparation for admission into a Nursing and Allied Health program are enrolled in either Health Care Assistant (HA21), Health Care Science (HS21), and/or Technical Specialist (TC31). This qualifies the student to receive financial aid while taking the required courses for admission into the Nursing and Allied Health Technologies program of choice.
3. Occupational Program: These students are accepted into their respective programs and have completed all pre-occupational curriculum, all program specific requirements, and are either awaiting occupational course start or are currently taking occupational curriculum.

III. Course Validity Duration

Certain pre-occupational curriculum are considered to be of key importance to program completion and are only valid within a set time frame preceding occupational program entry. Students who have completed bachelor degrees, been employed 3 of the past 5 years in an allied health occupation, involved in direct patient care, or are currently in the Nursing and Allied Health - (program designated) category may apply for a duration extension at the discretion of the Nursing and Allied Health Technologies Division faculty. Students may take and pass an exam covering the objectives of the course if the duration of acceptance time has elapsed.

Course	Duration of acceptance
Anatomy & Physiology with lab	5 years
College Chemistry	5 years
College Algebra	5 years
College Physics	5 years
Introduction to Microbiology with lab	5 years

Competency Tests

Competency tests are administered each semester for persons wishing to establish credit for courses they have taken, for which they received a grade of "C" or better, which have exceeded the course validity limit. These courses may be transfer courses or courses taken at GNTC. The competency test establishes that they still retain competency in that subject.

For details on competency testing at GNTC, refer to the "Academic Information (p. 421)" section of this catalog.

Upon petition from a student, credit by examination may be given. If circumstantial evidence, such as experiential learning, indicates the probability of special technical aptitude or knowledge on the part of the petitioning student, a written, oral, and/or performance examination will be developed and administered by an instructor of the course. Permission to take such an examination must be granted by a Health Technology or Nursing and Allied Health Technologies instructor. Students who score 80% or higher on all components of the examination will be awarded a grade of "EX" for the course. The "EX" indicates credit by examination. The "EX" carries no grade points, but the number

of credit hours normally assigned to the course will be awarded. A student is eligible to challenge a course only one time. The challenge exam must be taken before the first day of the class in which the student is enrolled. If the student misses his/her scheduled exam appointment, he/she must complete another application with payment and reschedule with the instructor.

Entrance Requirements for Nursing and Allied Health Technologies

I. Age:

17 years old for entrance into Nursing and Allied Health pre-occupational curriculum
18 years old for entrance into Nursing and Allied Health programs

II. Education:

A high school diploma or GED® is required for all Nursing and Allied Health programs. Detailed information about education requirements is found under the Education section of the Admissions Policy (p. 397).

III. Health:

Applicants must be able to attend school regularly and meet the physical and mental performance requirements of their course, including those required at the medical affiliates. All Nursing and Allied Health Technologies programs require completion of the Medical Report Form after receiving official acceptance into the program. Medical Report Forms cannot be issued prior to program entry.

IV. Assessment Results:

Applicants for all health programs must make the minimum required scores in reading, writing, and numeric skills (including algebra for some programs) on the Admission Placement Test (ASSET/COMPASS) or one of the approved entrance tests (example, SAT, ACT) to be admitted as regular students. Generally, students are not admitted to Nursing and Allied Health Technologies programs on a provisional basis. An applicant who has completed, with a "C" grade or better, transferable English or math courses from an accredited institution may be exempt from taking the entrance examination.

Minimum Required Scores

Refer to the Placement Cut Scores charts for required placement test scores for Health Technology programs. The charts are available online at http://www.gntc.edu/admissions/testing.php.

V. Criminal Background Results:

Upon being accepted into the occupational curriculum of your program of study each student in Health Technology must have a criminal background check and a drug screen conducted by an approved agency. You will be notified by your program faculty of when these actions must be completed. Students may contact the Health Technologies Division administration staff (Floyd County Campus) at 706-295-6882 or 706-295-6966 or the Health Technologies Division administration staff (Walker County Campus) at 706-764-3851 or 706-764-3520 to obtain a list of approved agencies. Once the approved background check and drug screen have been completed, any questionable results will be reviewed by the clinical affiliates at which the students would be performing their clinical practicum. If the clinical affiliates cannot allow a student to participate at their sites due to the results of the criminal background check and/or drug screen, the program faculty will make an effort to place the GNTC student at another clinical affiliate. If the faculty is unable to find a clinical affiliate that will allow the student to participate in clinical practicum at their sites, the student will not be able to enter or complete the Health Technology program.

Note: Some Health Technology programs have additional requirements, such as additional course completion, additional test scores, professional credentials, or state licensure prerequisites. Please refer to the specific program description for more detailed information. Also, some clinical affiliates

may require a specific background vendor and/or drug testing in order to attend clinicals at that institution.

Physical and Mental Essential Requirements

The Nursing and Allied Health Technologies Division faculty has specified the following non-academic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Nursing and Allied Health Technologies Division programs and professional practice. Please refer to the specific program description for more detailed or specific information.

All candidates for any Nursing and Allied Health Technologies program must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The areas below include examples of necessary activities and skills but are not all-inclusive.

1. Critical Thinking: Critical thinking ability sufficient for clinical judgment. Examples include identification of cause/effect relationships in clinical situations, development of plans of care, transferring knowledge from one situation to another; evaluating outcomes; problem solving; prioritizing; and using short and long term memory. *, **
2. Interpersonal: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients/clients, families, and colleagues; negotiation of interpersonal conflict; and respect of cultural diversity.
3. Communication: Communication abilities sufficient for verbal and written interaction with others. Examples include explanation of treatment procedures; initiation of health teaching, documentation and interpretation of nursing actions and patient/client responses; and written and oral reports to other health care professionals.*
4. Mobility: Physical abilities sufficient for movement from room to room and in small spaces. Examples include moving around in a patient's room, work spaces and treatment areas; administration of cardiopulmonary procedures such as resuscitation; sitting or standing and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent adult patient; squeezing with hands and fingers; and repetitive movements.
5. Motor Skills: Gross and fine motor abilities sufficient for providing safe, effective nursing and patient care. Examples include calibration and use of equipment, positioning of dependent adult patients/clients, grasping and manipulation of small objects/instruments, using a computer keyboard, and writing with a pen.*
6. Hearing: Auditory ability sufficient for monitoring and assessing health needs. Examples include hearing monitor and pump alarms, emergency signals fire alarms, auscultatory sounds, and cries for help.
7. Visual: Visual ability sufficient for observation and assessment necessary in nursing care. Examples include observation of patient/client responses such as respiratory rate and depth, skin color, and other physical signs; visualization of monitors, watches with second hands, medication labels and vials, and increments on a medication syringe; visualization of objects from twenty inches to twenty feet away; use of depth perception and peripheral vision; distinguishing colors; and reading written documents.
8. Tactile: Tactile ability sufficient for physical assessment. Examples include performance of palpation, functions of physical examination (such as discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as insertion of a catheter).
9. Emotional: Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. Examples include establishment of therapeutic interpersonal boundaries, providing patients/clients with emotional support, adapting to changing conditions in the work

environment and stress, dealing with unexpected or unpredictable events, maintaining focus on task, performing multiple tasks concurrently, and being able to handle strong emotions.

Taken from Southern Council on Collegiate Education for Nursing (1993, reapproved 2004) and National Council of State Boards of Nursing, Inc: Guidelines for Using Results of Functional Abilities Studies and Other Resources (1999).

Work Environment Associated Risks
These include

1. Handling sharp instruments;
2. Exposure to infections (communicable diseases);
3. Strains (heavy lifting);
4. Exposure to latex;

OSHA Risk Factor - Category A
Includes

1. Exposure to blood and other body fluids.
2. Exposure to noxious smell, either toxic or non-toxic.
3. Exposure to toxic fumes, gases, vapors, mists, or liquids which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin.

*Is additionally documented by satisfactory completion of the pre-occupational course requirements.

**Is additionally documented by satisfactory completion of the ASSET/COMPASS Entrance Exam requirements of the Nursing and Allied Health Technologies programs.

Nursing and Allied Health Technologies Program Accreditations

Some individual programs within the Nursing and Allied Health Technologies Division hold program specific accreditations or state required department approvals. Individual program accreditations and approval are identified below:

Associate of Science in Nursing

The Associate Degree Nursing program at Georgia Northwestern Technical College is approved by the Georgia Board of Nursing (www.sos.state.ga.us/plb/rn) and the Accrediting Commission for Education in Nursing (ACEN) (http://www.acenursing.org/).

Georgia Office of Secretary of State Professional Licensing Boards Division
237 Coliseum Drive
Macon, GA 31217-3858
Telephone: 478-207-1300

Accrediting Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE, Suite 500
Atlanta, GA 30326
Telephone: 404-975-5000
Fax 404-975-5020

Medical Assisting

The Medical Assisting diploma program at Georgia Northwestern Technical College 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

25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354
www.caahep.org

Paramedic Technology

The Paramedic Technology program at Georgia Northwestern Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Commission on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP) www.coaemsp.org
CAAHEP: 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
Phone: 727-210-2350

CoAEMSP: Suite 111-312 / 8301 Lakeview Pkwy Rowlett, TX. 75088
Phone: 214-703-8445

In addition all paramedic courses must be approved by State Office of Emergency Medical Services (EMS), which is governed by the Georgia Department of Public Health.

State Office of EMS
2600 Skyland Dr., Lower Level
Atlanta, GA 30319
Phone | 404-679-0547
Fax | 404-679-0526
http://dph.georgia.gov/EMS

EMT / AEMT Program

All EMT/AEMT courses must be approved by State Office of Emergency Medical Services (EMS), which is governed by the Georgia Department of Public Health.

State Office of EMS
2600 Skyland Dr., Lower Level
Atlanta, GA 30319
Phone | 404-679-0547
Fax | 404-679-0526
http://dph.georgia.gov/EMS

Patient Care Assistant(CNA)

The Patient Care Assistant program at Georgia Northwestern Technical College is approved by the Georgia Health Partnership (www.ghp.ga.gov).

Georgia Health Partnership
Nurse Aide Training Program
1455 Lincoln Parkway E., Suite 750
Atlanta, GA 30346-2200
Telephone: 678-527-3607
1-800-414-4358

Practical Nursing

The Practical Nursing program at Georgia Northwestern Technical College is approved by the Georgia Board of Examiners of Licensed Practical Nursing (www.sos.state.ga.us/plb/lpn).

Georgia Office of Secretary of State Professional Licensing Boards Division 237 Coliseum Drive
Macon, GA 31217-3858 Telephone: 478-207-1300

Surgical Technology

The Surgical Technology program at Georgia Northwestern Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA) (www.arcst.org).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354

Pre-Occupational and Occupational Course Requirements

Degree and Diploma Programs

Courses taken during a student's pre-occupational period provide a foundation of knowledge built upon later during the occupational program courses. Pre-occupational courses must be taken before a student enters the program of choice for which they qualify. Occupational courses must be taken after a student is accepted and enters the program for which they qualify. Specific pre-occupational and occupational course requirements for each degree and diploma program are listed on the following pages. See the individual program advisor for more information.

NURSING (NU33) ASSOCIATE OF SCIENCE IN NURSING (ASN)

Campus Availability and Advisement:

- Walker County Campus   Advisor: Deborah Carson

Program Description:

The Associate Degree Nursing program at Georgia Northwestern Technical College prepares the learner to apply the behaviors, knowledge, and skills required of a self-directed, critical thinking, beginning nurse generalist. Upon successful completion of the program, the graduate will be able to function as a provider of care, manager of care, and member of the discipline of nursing. The program has received approval from the Georgia Board of Nursing and accreditation by the Accrediting Commission for Education in Nursing (ACEN).

Length of Program:

Minimum 4 (FOUR) semesters after being admitted into Nursing courses.

Entrance Date:

Beginning of any semester for pre-occupational curriculum, fall semester for occupational curriculum

Entrance Requirements for Entering Nursing Pre-Occupational Curriculum (See guidelines below for additional requirements)

Age: Minimum of 17 years of age

Education: High school diploma or GED is required.

Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at GNTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Nursing Associate Degree

Pre-Occupational Curriculum (30 Credit Hours)**

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	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
MATH 1111	College Algebra	3
ENGL 1101	Composition and Rhetoric	3
SPCH 1101	Public Speaking	3
ENGL 2130	American Literature	3
	OR	
MUSC 1101	Music Appreciation	3

Nursing Curriculum (42 Credit Hours, 4 semesters)**

RNSG 1112	Fundamentals of Nursing	6
RNSG 1120	Dosage Calculations and Basic Pharmacology	2
RNSG 1132	Lifespan Nursing Care I	7
RNSG 1141	Nursing Care to Promote Mental Health	6

RNSG 2111	Lifespan Nursing Care II	7
RNSG 2124	Nursing Care of the Childbearing Family	6
RNSG 2132	Lifespan Nursing Care III	7
RNSG 2140	Capstone Nursing Seminar	1

Total Credit Hours: 72 Minimum Credit Hours for Graduation

**Hours Legend:

Class Hours: One credit for one clock hour per week.

Clinical Hours: One credit hour for three clock hours per week.

Note: The Nursing Division has a prepared program course sequence in which students in the ASN program take the required classes. Please contact the Nursing Division for more information.

Associate of Science in Nursing (ASN) Guidelines:

The Associate Degree Nursing program at Georgia Northwestern Technical College prepares the learner to apply the behaviors, knowledge, and skills required of a self-directed, critical thinking, beginning nurse generalist. Upon successful completion of the program, the graduate will be able to function as a provider of care, manager of care, and member of the discipline of nursing. The program has received approval from the Georgia Board of Nursing and accreditation by the Accrediting Commission for Education in Nursing (ACEN). Students who meet all the admission requirements of the college and are candidates for the ADN program, may begin taking general education core courses at any time. Students who are enrolled in these courses should understand that enrollment in general education core courses does not guarantee admission to the ASN program. They should also be aware that there is a high level of competition for entrance into the nursing sequence. Students must be 17 years of age before entering the nursing sequence in order to comply with clinical facility requirements.

Admission Requirements (Generic Track)

Selection for admission to the ADN program is based on a point system, which includes consideration of course grades, state of residency, number of core courses that have been completed and pre-entrance examination scores. Selection for entrance into the fall class will be made during the prior spring semester. An application to the ADN program (available in the Nursing office on the Walker County campus or on the program website) must be completed and received by this office no later than February 1 for inclusion in that year's applicant pool for the following fall semester. Applications received after this date will not be considered. The application may be submitted at any time after acceptance to the college and declaring nursing as a major/minor. By the end of the spring semester prior to selection, the applicants must:

1. be officially admitted to Georgia Northwestern Technical College and have declared Associate of Science in Nursing as a major/minor;
2. have completed all Learning Support courses;
3. have biology course credits within the past five years;
4. have a cumulative grade point average of at least 3.0 calculated for the program required core courses completed;
5. obtain a minimum score of 75% on each component of the HESI Admission Assessment Exam;
6. be able to meet the technical standards listed under "Essential Requirements for Nursing".

Selection Process

Students who submitted an application to the ADN program will receive information about the required HESI Pre-admission Entrance Examination when they have the required face to face meeting with their assigned advisor to review all program deadlines, HESI study guide information,

and explanation of the points system along with any additional program details. Should a student register for the exam and not take it on the assigned date, the cost of the exam will be forfeited. That student will not be considered for selection. When exam results are received and fall semester grades have been posted, faculty will begin the selection process using a point system that considers course grades, state of residency, number of core courses that have been completed and pre-entrance exam scores. Students will be notified by letter that they are accepted or not accepted. Students who are not accepted will have the opportunity to be considered for the next year's class, but have to indicate this on a form to be submitted to the nursing office. They will have an opportunity to retest the following year, if they so desire or they may keep their current scores. HESI scores will only be valid for three years. Students who retest must pay another exam fee. Once students are selected for admission to the ADN program, they must attend a mandatory orientation session. The dates and times will be included in the acceptance letter. The students will also be provided information on requirements and deadlines in the acceptance letter. Not meeting program deadlines will lead to failure to be admitted or failure to meet course requirements and lead to program dismissal. Program requirements include:

1. Current American Heart Association CPR certification for the Healthcare Provider;
2. Student liability insurance;
3. Personal health history;
4. Physical assessment by a healthcare provider;
5. Record of immunizations and titers;
6. TCPS orientations;
7. ASN student handbook.
8. Mandatory background check and a mandatory drug screen performed at students' expense and completed by the deadlines specified by the program.

Retention Policies

In order to progress through the Associate Degree Nursing program, students must:

1. Maintain a cumulative GPA of 2.5 (75%) or better. This average or greater must be achieved in each course in order to progress to the next quarter of the nursing program.
2. Meet special requirements in academic achievement required by some courses, such as specified percentages on dosage calculation examinations and completion of standardized tests;
3. Attain an overall 75% or better unit test average, and an overall total test average of 75% (unit exams plus final exam) excluding other points;
4. Have satisfactory clinical and skills performance as defined on the clinical evaluation tool in each clinical course.
5. Maintain CPR certification and carry professional liability insurance while enrolled in nursing courses. Students will not be allowed in the clinical agencies without CPR certification and liability insurance.
6. Maintain annual health requirements.

Readmission Policies and Requirements

Students who do not progress in the nursing program may be considered for readmission to the program. Only one readmission into the nursing program per track is permitted, and has to occur during the next semester when the courses failed are offered. Each track (generic and transition) will be considered separately when considering the two attempts. In addition, if a student who has been unsuccessful twice wishes to reenter, he/she may be reconsidered after a period of five years. The student must meet all current entry requirements and their biology sequence must be current (or the classes retaken) Students must continue to be in good standing with the institution and the nursing program (i.e. no disciplinary or academic misconduct on record). Students must complete a request

for readmission and meet with the director of the ADN program for an interview at least one semester prior to the semester of readmission. In order to be considered for readmission, students must:

1. Meet the current admission requirements.
2. Enroll in both nursing courses of the semester.
3. Complete current program requirements.

Re-entry is conditional upon class and clinical space availability. If reentry is requested for RNSG 1112 or RNSG 1120 (first semester nursing courses), the student will be placed back into the applicant pool for the next class selection. The reentering students will be ranked using the same process as all other candidates. If the student is unsuccessful in either RNSG 1112 or RNSG 1120, both courses must be repeated upon readmission. The student must meet the current admission requirements, enroll in both nursing courses of the semester, and complete current program requirements.

If the reentry is for any subsequent courses, a reentry score will be calculated based on prior nursing course averages and dosage calculations examination averages. The student will then be ranked according to the reentry score. The student must have maintained a cumulative GPA of 3.0, meet other current admission requirements, enroll in the unsuccessful and the co-requisite course, and complete current program requirements. All efforts will be made to facilitate reentry.

Graduation Requirements

All courses in the nursing curriculum must be successfully completed in order to graduate. Only students who have completed required course work, and received the ASN degree are eligible to sit for the NCLEX-RN exam for licensure as a registered nurse. Students must also pass a Kaplan Exit Exam, which will be administered during the RNSG 2140 Nursing Capstone course in the final semester of the program. Students must score 60% or above on the Kaplan Exit Exam within two attempts to pass RNSG 2140. Students will be required to submit remediation between attempts as specified by the nursing faculty within time frames that will be determined on a case-by-case basis. If they do not pass the Kaplan Exit Exam before the end of spring semester, they will receive an incomplete in the course and will not be able to graduate.

If they score 60% or above on a subsequent at-tempt, the incomplete will be changed to the earned grade; and they will be able to apply to sit for the NCLEX-RN if they meet all other course, program, and graduation requirements. If the required Kaplan score is not achieved within two attempts, they will not pass RNSG 2140 and will have to repeat the course, as well as the co-requisite nursing course of that semester. Re-entry is on a space-available basis. (See Readmis-sion Policies and Requirements)

Licensure Availability

The Georgia Board of Nursing has the authority to render a potential candidate ineligible for licensure as a registered nurse based on previous events, such as misdemeanor and/or felony conviction. Administrative Code 43-26-11 of the Georgia Board of Nursing states:

The board shall have the authority to refuse to grant a license to an applicant, to revoke the license of a licensee, or to discipline a licensee upon a finding by the board that the applicant or licensee has:

1. Been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state or any other state, territory, or country, or in the courts of the United States, including but not limited to a plea of nolo contendere entered to the charge;
2. Displayed an inability to practice nursing as a registered professional nurse or licensed undergraduate nurse with reasonable skill and safety due to illness, use of alcohol, drugs,

narcotics, chemicals, or any other type material, or as a result of any mental or physical condition.

NURSING LPN TO ADN TRANSITION PROGRAM (NLT3) ADN- ASSOCIATE DEGREE NURSING

Campus Availability and Advisement:

- Walker County Campus   Advisor: Debbie   Carson

Program Description:

The Associate Degree Nursing Degree program at Georgia Northwestern Technical College prepares the learner to apply the behaviors, knowledge, and skills required of a self-directed, critical thinking, beginning nurse generalist. Upon successful completion of the program, the graduate will be able to function as a provider of care, manager of care, and member of the discipline of nursing. The program has received approval from the Georgia Board of Nursing and accreditation by the Accrediting Commission for Education in Nursing (ACEN).

Length of Program:

Minimum of 3 Semesters (including the summer term)

Entrance Date:

Beginning of any semester for pre-occupational curriculum, summer semester of odd-numbered years for occupational curriculum

Entrance Requirements for Entering Nursing Pre-Occupational Curriculum (See guidelines on previous pages (p. 146)**.)**

Age: Minimum of 17 years of age

Education: High school diploma or GED is required.

Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial instruction through the Learning Support program at GNTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Program Final Exit Point: Nursing Associate Degree

Pre-Occupational Curriculum (30 Credit Hours)**

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	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
MATH 1111	College Algebra	3
ENGL 1101	Composition and Rhetoric	3
SPCH 1101	Public Speaking	3
ENGL 2130	American Literature	3
	OR	
MUSC 1101	Music Appreciation	3

Nursing Curriculum (32 Credit Hours, 3 semesters)**

RNSG 1120	Dosage Calculations and Basic Pharmacology	2
RNSG 2010	LPN to ASN Transition	9

RNSG 2111	Lifespan Nursing Care II	7
RNSG 2124	Nursing Care of the Childbearing Family	6
RNSG 2132	Lifespan Nursing Care III	7
RNSG 2140	Capstone Nursing Seminar	1

Total Credit Hours: Minimum 62 Credit Hours for Graduation

**Hours Legend:

| Class Hours: | One credit for one clock hour per week. |
| Clinical Hours: | One credit hour for three clock hours per week. |

Note: The Nursing Division has a prepared program course sequence in which students in the ASN program take the required classes. Please contact the Nursing Division for more information.

Nursing LPN to ADN Transition Guidelines:

Transition Students

The Associate of Science in Nursing degree program has an accelerated track for LPNs who desire to transition to ADN. The LPN to ADN Transition track of the ADN program provides qualified licensed practical nurses the opportunity to advance their formal nursing education to achieve an Associate of Science in Nursing degree and qualify to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). The program builds on the previous education and experience of the LPN providing an accelerated track for completion of the degree requirements.

Admission Requirements (Transition Track)

A licensed practical nurse (LPN) may receive advanced placement in the nursing program if he/she holds a valid unencumbered license with documentation of employment as a LPN with a minimum of 2000 clock hours within three years prior to admission. Admission is competitive and based on a point system that considers course grades, state of residency, and pre-entrance examination scores. The applicants must:

1. Be officially admitted to Georgia Northwestern Technical College and declared Associate of Science in Nursing Degree as a major/minor;
2. Have completed all required core courses by the end of Fall Semester prior to the year of entry;
3. Have science course credits less than 5 years old;
4. Have a cumulative grade point average (GPA) of a least 3.0 calculated for the program required core courses.
5. Obtain a minimum score of 75% on each component of the HESI Admission Assessment Exam within three years prior to entry;
6. Obtain a minimum score of 850 on the HESI LPN to ADN exam within three years prior to entry;
7. Validate selected nursing skills;
8. Be able to meet the physical demands requirements as listed under "Essential Requirements for Nursing" (See college catalog);
9. Have an application to the Nursing program on file in the nursing office by February 1st prior to the summer term they plan to begin the nursing sequence.

Process for Application

Students may apply to the Associate Degree Nursing program at any time after acceptance to the college and declaring nursing as their major.

1. Obtain an application form from the Nursing Office (Walker campus) or the ASN program web site;

2. Return the completed application form to the ASN office no later than February 1st preceding the summer term they wish to enter the program;
3. Submit a copy of current LPN license and proof of employment hours

Selection Process

During fall semester the Nursing and Allied Health Technologies secretary will send a letter to LPNs who have applied for advanced placement in the ASN program by the February 1st deadline. This letter will notify the students about the date, time, location, and cost for the administration of the pre-entrance examination. After receipt of the letter, students should:

1. Return the enclosed form indicating intent to take the examination;
2. Pay and register for the examination as instructed. The pre-entrance examination, HESI ENTRANCE EXAM, will have to be taken by the deadline stated in the letter. Failure to take the examination will result in forfeiture of the examination cost. Applicants can take this exam twice every 12 months and the scores are valid for a period of 3 years. Those applicants who obtain a minimum score of 75% on each component of the HESI Admission Assessment Exam will be eligible to take the HESI LPN to ADN exam which can only be taken once per year. Upon attainment of a minimum score of 850 on this examination, applicants will take a dosage calculation examination. The final step in the selection process is validation of selected nursing skills. Once the testing process is complete, students will be selected by the faculty using a point system that includes core course grades, state of residency, and pre-entrance test scores. After the completion of the selection process by the faculty, students will be notified by letter that they are accepted or not. The letter will state the date and time for a mandatory orientation. Applicants who are not accepted will have the opportunity to be considered for the generic nursing class, or they may attempt to enter the next transition course offered two years later. For further information about nursing program requirements, please see the associate degree Nursing section of this catalog. Students in the transition track of the ADN program are required to meet the same program requirements as those in the generic track.

Retention Policies

In order to progress through the Associate of science in Nursing program, students must:

1. Maintain a cumulative GPA of 2.5 (75%) or better. This average or greater must be achieved in each course in order to progress to the next quarter of the nursing program.
2. Meet special requirements in academic achievement required by some courses, such as specified percentages on dosage calculation examinations and completion of standardized tests;
3. Attain an overall 75% or better unit test average, and an overall total test average of 75% (unit exams plus final exam) excluding other points;
4. Have satisfactory clinical and skills performance as defined on the clinical evaluation tool in each clinical course.
5. Maintain CPR certification and carry professional liability insurance while enrolled in nursing courses. Students will not be allowed in the clinical agencies without CPR certification and liability insurance.
6. Maintain annual health requirements.

Readmission Policies and Requirements

Students who do not progress in the nursing program may be considered for readmission to the program. Only one readmission into the nursing program per track is permitted. Each track (generic and transition) will be considered separately when considering the two attempts. In addition, if a student who has been unsuccessful twice wishes to reenter, he/she may be reconsidered after a period of five years. The student must meet all current entry requirements and their biology sequence must be current (or the classes retaken) Students must continue to be in good standing

with the institution and the nursing program (i.e. no disciplinary or academic misconduct on record). Students must complete a request for readmission and meet with the director of the ASN program for an interview at least one semester prior to the semester of readmission. In order to be considered for readmission, students must:

1. Meet the current admission requirements.
2. Enroll in both nursing courses of the semester.
3. Complete current program requirements.

Re-entry is conditional upon class and clinical space availability. If reentry is requested for RNSG 1112 or RNSG 1120 (first semester nursing courses), the student will be placed back into the applicant pool for the next class selection. The reentering students will be ranked using the same process as all other candidates. If the student is unsuccessful in either RNSG 1112 or RNSG 1120, both courses must be repeated upon readmission. The student must meet the current admission requirements, enroll in both nursing courses of the semester, and complete current program requirements.

If the reentry is for any subsequent courses, a reentry score will be calculated based on prior nursing course averages and dosage calculations examination averages. The student will then be ranked according to the reentry score. The student must have maintained a cumulative GPA of 3.0, meet other current admission requirements, enroll in the unsuccessful and the co-requisite course, and complete current program requirements. All efforts will be made to facilitate reentry.

Graduation Requirements

All courses in the nursing curriculum must be successfully completed in order to graduate. Only students who have completed required course work, and received the ASN degree are eligible to sit for the NCLEX-RN exam for licensure as a registered nurse. Students must also pass a Kaplan Exit Exam, which will be administered during the RNSG 2140 Nursing Capstone course in the final semester of the program. Students must score 60% or above on the Kaplan Exit Exam within two attempts to pass RNSG 2140. Students will be required to submit remediation between attempts as specified by the nursing faculty within time frames that will be determined on a case-by-case basis. If they do not pass the Kaplan Exit Exam before the end of spring semester, they will receive an incomplete in the course and will not be able to graduate. If they score 60% or above on a subsequent at-tempt, the incomplete will be changed to the earned grade; and they will be able to apply to sit for the NCLEX-RN if they meet all other course, program, and graduation requirements. If the required Kaplan score is not achieved within two attempts, they will not pass RNSG 2140 and will have to repeat the course, as well as the co-requisite nursing course of that semester. Re-entry is on a space-available basis. (See Readmis-sion Policies and Requirements)

Licensure Availability

The Georgia Board of Nursing has the authority to render a potential candidate ineligible for licensure as a registered nurse based on previous events, such as misdemeanor and/or felony conviction. Administrative Code 43-26-11 of the Georgia Board of Nursing states:

The board shall have the authority to refuse to grant a license to an applicant, to revoke the license of a licensee, or to discipline a licensee upon a finding by the board that the applicant or licensee has:

1. Been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state or any other state, territory, or country, or in the courts of the United States, including but not limited to a plea of nolo contendere entered to the charge;

2. Displayed an inability to practice nursing as a registered professional nurse or licensed undergraduate nurse with reasonable skill and safety due to illness, use of alcohol, drugs, narcotics, chemicals, or any other type material, or as a result of any mental or physical condition.

MEDICAL ASSISTING (MA23) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Jennifer Stephenson, or Tracey Mercado
- Walker County Campus Advisor: Martha Smith

Program Video

Program Description:

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

Program Goal: To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Entrance Dates:

Beginning of any semester for pre-occupational curriculum. Fall semester for occupational curriculum on the WCC. Fall and Spring semesters for occupational curriculum on the FCC.

Entrance Requirements:

Age: Minimum of 17 years of age for entrance into pre-occupational curriculum. 18 years old for entrance into occupational program curriculum.

Other:
1. Completion of application and related procedures.
2. Ability to comply with health-related standards and meet minimum essential skill requirements. Documentation of the Technical Standards Assessment Form.
3. Documentation of immunization records.
4. Payment of fees for liability insurance.
5. Completion of background check and drug screen.
6. Completion of the General Health Orientation online.**Retention Policies:**

1. Students must maintain a GPA of 2.0 or better. A "C" must be achieved in each course in order to progress to the next step in the Medical Assisting program;
2. Students must attain a numerical grade of 70 or better in each Medical Assisting course, including clinical rotations, to progress in the program;
3. A student must maintain professional liability insurance while enrolled in Medical Assisting courses.

Readmission Policies:

All current admission requirements must be met before applying for readmission.

Pre-Occupational Curriculum (28 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
PSYC 1101	Introductory Psychology	3
MATH 1103	Quantitative Skills and Reasoning	3

	OR	
MATH 1101	Mathematical Modeling	3
	OR	
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
XXXX xxxx	General Education Core Elective	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3

Occupational Curriculum (35 Credit Hours)

MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1030	Pharmacology in the Medical Office	4
MAST 1060	Medical Office Procedures	4
MAST 1080	Medical Assisting Skills I	4
MAST 1090	Medical Assisting Skills II	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
MAST 1120	Human Diseases	3
MAST 1170	Medical Assisting Externship	6
MAST 1180	Medical Assisting Seminar	3

Total Credit Hours: 63 Minimum Credit Hours for Graduation

PARAMEDICINE (PT13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Claudio Leyssens

Program Video

Program Description:

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

The Paramedicine Degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) since March 2012. Continued accreditation was received in September 2016.

Advanced Placement options are available for the Paramedicine associate of applied science degree program. Contact one of the above listed advisors for details.

Program Outcomes

Entrance Date:

Any term for Pre-occupational courses. Summer Semester for occupational courses, and as needed.

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into Nursing and Allied Health Technology programs

Other:

1. Criminal background checks are required based on the requirements for participation in clinical experiences.
2. Hold a valid driver's license.
3. Complete EMS program application.
4. To enter into the Paramedic Program, all candidates must be a licensed or certified EMT I-99, AEMT, or an EMT I-85 who has upgraded through the AEMT modules and practical portion.

Note: Paramedic students are required to purchase liability insurance. Current cost is $51.00.

Note: Students will be required to purchase mandatory uniform and minimal supplies for the EMS program.

Program Final Exit point:

Graduates are eligible to apply for the National Registry practical and written examinations. Graduates are also eligible to apply for state licensure (with appropriate requirements) and employment as a Paramedic.

Pre-Occupational Curriculum (23 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
XXXX xxxx	General Education Core Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1101	Mathematical Modeling	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

Occupational Curriculum (44 Credit Hours)

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

Total Credit Hours: 67 Minimum Credit Hours for Graduation

SURGICAL TECHNOLOGY (ST13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Walker County Campus   Advisor: Michael Barrett

Program Description:

The Surgical Technology, Degree program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, Degree program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology degree and are qualified for employment as surgical technologists.

Entrance Dates:

Beginning of any semester for pre-occupational curriculum and Spring semester for occupational curriculum.

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into Nursing and Allied Health Technology programs

Other:

1. Completion of application and related procedures;
2. Achieve a score of 30th percentile on the Psychological Services Bureau, Inc. (PSB) entrance exam. If, after the third attempt on the entrance examination you have not received a score of at least 30, you will need to make an appointment with your advisor;
3. Documentation of a physical examination and immunization records;
4. Ability to comply with health related standards and meet essential skill requirements;
5. Liability insurance payment;
6. CPR certification;
7. Background check

Retention Policies

1. Students must maintain a GPA of 2.0 or better. A "C" must be achieved in each course in order to progress to the next semester of the program;
2. Students must attain a numerical grade of 70 or better in each Surgical Technology lecture course and 80 in clinical rotations to progress in the program;
3. A student must maintain CPR certification and carry professional liability insurance while enrolled in Surgical Technology courses.

Program Final Exit Point:

Program graduates will be eligible to sit for the Certified Surgical Technologist examination.

Pre-Occupational Curriculum (29 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3

	OR	
MATH 1101	Mathematical Modeling	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	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
XXXX xxxx	General Education Core Elective	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Occupational Curriculum (41 Credit Hours)

SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	7
SURG 1080	Surgical Microbiology	2
SURG 1100	Surgical Pharmacology	2
SURG 2030	Surgical Procedures I	4
SURG 2040	Surgical Procedures II	4
SURG 2110	Surgical Technology Clinical I	3
SURG 2120	Surgical Technology Clinical II	3
SURG 2130	SurgicalTechnology Clinical III	3
SURG 2140	Surgical Technology Clinical IV	3
SURG 2240	Seminar in Surgical Technology	2

Total Credit Hours: 70 Minimum Credit Hours for Graduation

EMS PROFESSIONS (EP12) DIPLOMA

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Frances Shugars
- Floyd County Campus   Advisor: Claudio Leyssens

Program Video

Program Description:

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

Entrance Date:

Any term for Pre-occupational courses. Fall Semester for occupational courses, and as needed.

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

       18 years old for entrance into Nursing and Allied Health Technology programs

Other:

1. Criminal background checks are required based on the requirements for participation in clinical experiences.
2. Hold a valid driver's license.
3. Anyone seeking to enter into AEMT certificate (EMH1) or into EMSP 1510,which is the Advanced portion of EP12 diploma must have successfully completed the new EMT (EMJ1) curriculum, or possess a current National Registry EMT-B certification, or possess a Georgia EMT state license. Any licensed or certified EMT who has not completed the new EMSP (EMJ1) courses and wishes to reenter the program or is seeking advanced placement into the AEMT courses (EMH1, EP12) must pass all advanced placement exams to enter into the AEMT modules.
4. See Program Faculty for Reentry and or Advanced Placement Policy and Procedures.
5. Complete EMT program application.

Note: EMS students are required to purchase liability insurance. Current cost is $51.00.

Note: Students will be required to purchase mandatory uniform and minimal supplies for the EMS program.

Program Final Exit point:

EMT-B graduates are currently not qualified to work on an ambulance in this region. Graduates are eligible and required to apply for the National Registry Practical and written examinations prior to entry into the AEMT program. AEMT graduates are required to have certification as an EMT-B, EMT-I-85, or EMT I-99 prior to being allowed to take the AEMT practical and written examinations. Graduates are eligible to apply for the Advanced EMT National Registry Examination and for entry into the Paramedicine diploma program. Graduates are also eligible to apply for state licensure (with appropriate requirements) and employment as an Advanced EMT.

Pre-Occupational Curriculum (16 Credit Hours)

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
PSYC 1010	Basic Psychology	3

NOTE: PSYC 1010 Is <u>Required</u> For Spring 2017 and Future Cohorts. PSYC 1010 Is <u>Not Required</u> For Fall 2016 and Prior Cohorts.

Occupational Curriculum (26 Credit Hours)

EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

Total Credit Hours: 42 Minimum Credit Hours for Graduation

HUMAN LACTATION (LC12) DIPLOMA

Campus Availability and Advisement:

- Gordon County Campus   Advisor: Audrey Thompson

Program Description:

The Human Lactation Diploma program provides academic foundations at the diploma level for the clinical management of breastfeeding and human lactation. Program graduates are trained in the standards of practice and code of ethics. They work within a defined scope of practice. The program will provide clinical practice experience in management of lactation and breastfeeding counseling skills, as well as education in human lactation, breastfeeding and general health sciences. The program graduate will be trained to sit for International Board of Lactation Examiners Certification to become an International Board Certified Lactation Consultant (IBCLC) which is considered the highest certification of a lactation professional.

Entrance Requirements:

Age: Minimum of 17 years of age for entrance into pre-occupational curriculum. 18 years old for entrance into occupational program curriculum.

Other:

1. Completion of application and related procedures
2. Completion of all pre-occupational curriculum courses for the Lactation Consultant diploma.
3. Set up appointment with program director to submit Eligibility Form for Lactation Consultant.
4. Ability to comply with health-related standards and meet minimum essential skill requirements.
5. Documentation of immunization records.
6. Payment of fees for liability insurance.
7. Documentation of current CPR certification.
8. Completion of background check and drug screen.

Retention Policies:

1. Students must maintain a GPA of 2.0 or better. A "C" must be achieved in each course in order to progress to the next step in the Lactation Consultant program.
2. Students must attain a numerical grade of 70 or better in each Lactation course, including clinical rotations, to progress in the program.
3. A student must maintain CPR certification and carry professional liability insurance while enrolled in Lactation courses.

Readmission Policies

All current admission requirements must be met before applying for readmission

Program Final Exit Point

Graduates from the Lactation Consultant program are eligible to apply to take the international certification exam to become International Board Certified Lactation Consultants (IBCLC) under Pathway 2 (IBLCE & LEAARC)

Pre-Occupational Curriculum (21 Credit Hours) Must be completed before admission into the Lactation Program

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Occupational Curriculum (36 Credit Hours)

	Semester 1 (Program Admission Required)	
LACT 1101	Introduction to Breastfeeding and Lactation Concepts	4
LACT 1102	Fundamentals of Breastfeeding	4
LACT 1110	Lactation Practicum I	4
	Semester 2 (Completion of Semester 1 Courses Required)	
LACT 1103	Breastfeeding and Lactation I	4
LACT 1104	Mother/Baby Aspects of Lactation I	4
LACT 1111	Lactation Practicum II	4
	Semester 3 (Completion of Semester 1 & 2 Courses Required)	
LACT 1105	Breastfeeding & Lactation II	4
LACT 1106	Mother/Baby Aspects of Lactation II	4
LACT 1112	Lactation Practicum III	4

Total Credit Hours: 57 Minimum Credit Hours for Graduation

MEDICAL ASSISTING (MA22) DIPLOMA

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Jennifer Stephenson or Tracey Mercado
- Walker County Campus   Advisor: Martha Smith

Program Video

Program Description:

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

Program Goal: To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Medical Assisting diploma program at Georgia Northwestern Technical College 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
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Program Outcomes: Click here.

Entrance Dates:

Beginning of any semester for pre-occupational curriculum. Fall semester for occupational curriculum on the WCC. Fall and Spring semesters for occupational curriculum on the FCC.

Entrance Requirements:

Age: Minimum of 17 years of age for entrance into pre-occupational curriculum. 18 years old for entrance into occupational program curriculum.

Other:
1. Completion of application and related procedures.
2. Ability to comply with health-related standards and meet minimum essential skill requirements. Documentation of the Technical Standards Assessment Form.
3. Documentation of immunization records.
4. Payment of fees for liability insurance.
5. Completion of background check and drug screen.
6. Completion of the General Health Orientation online.**Retention Policies:**

1. Students must maintain a GPA of 2.0 or better. A "C" must be achieved in each course in order to progress to the next step in the Medical Assisting program.
2. Students must attain a numerical grade of 70 or better in each Medical Assisting course, including clinical rotations, to progress in the program.

3. A student must carry professional liability insurance while enrolled in Medical Assisting courses.

Readmission Policies

All current admission requirements must be met before applying for readmission.

Program Final Exit Point:

Graduates from the Medical Assisting program are eligible to apply to take a national certification exam to become credentialed medical assistants.

Pre-Occupational Curriculum (19 Credit Hours)

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
ALHS 1011	Structure and Function of the Human Body	5
COMP 1000	Introduction to Computer Literacy	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Occupational Curriculum (35 Credit Hours)

MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1030	Pharmacology in the Medical Office	4
MAST 1060	Medical Office Procedures	4
MAST 1080	Medical Assisting Skills I	4
MAST 1090	Medical Assisting Skills II	4
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3
MAST 1120	Human Diseases	3
MAST 1170	Medical Assisting Externship	6
MAST 1180	Medical Assisting Seminar	3

Total Credit Hours: 54 Minimum Credit Hours for Graduation

PARAMEDICINE (PT12) DIPLOMA

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Claudio   Leyssens

Program Video

Program Description:

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

The Paramedicine Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) since March 2012. Continued accreditation was received in September 2016.

It is the policy of the Paramedicine Diploma program at GNTC to not offer Advanced Placement options.

Program Outcomes

Entrance Date:

Any term for Pre-occupational courses. Summer Semester for occupational courses, and as needed.

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into Nursing and Allied Health Technology programs

Other:

1. Criminal background checks are required based on the requirements for participation in clinical experiences.
2. Hold a valid driver's license.
3. Complete EMS program application.
4. To enter into the Paramedic Program, all candidates must be a licensed or certified EMT I-99, AEMT, or an EMT I-85 who has upgraded through the AEMT modules and practical portion.

Note: Paramedic students are required to purchase liability insurance. Current cost is $51.00.

Note: Students will be required to purchase mandatory uniform and minimal supplies for the EMS program.

Program Final Exit point:

Graduates are eligible to apply for the National Registry practical and written examinations. Graduates are also eligible to apply for state licensure (with appropriate requirements) and employment as a Paramedic.

Pre-Occupational Curriculum (14 Credit Hours)

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
ALHS 1011	Structure and Function of the Human Body	5
PSYC 1010	Basic Psychology	3

NOTE: PSYC 1010 Is Required For Spring 2017 and Future Cohorts. PSYC 1010 Is Not Required For Fall 2016 and Prior Cohorts.

Occupational Curriculum (44 Credit Hours)

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

Total Credit Hours: 58 Minimum Credit Hours for Graduation

PRACTICAL NURSING (PN12) DIPLOMA

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Debbie Carson
- Walker County Campus Advisor: Debbie Carson

Program Video

Program Description:

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

Candidacy for ACEN achieved March 2018
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Rd NE /Suite 850
Atlanta, GA 30320
404-975-5020
www.acenursing.org

GNTC PN End-of-Program Student Learning Outcomes

1. Demonstrate ethical, legal, and professional behaviors specific to the practice of a practical nurse within the healthcare system.
2. Demonstrate proper techniques utilizing nursing skills.
3. Calculate correct dosage computation using dosage computation mathematics skills.
4. Demonstrate appropriate care to clients with mental health conditions.
5. Illustrate critical thinking to develop organized and systematic components of the nursing process.

Program Test Scores, Completion Rates, and Placement Percentages:

NCLEX   **Passage**   **Rate:**
2015   83.75%
2016   74.36%
2017   79.22%
2018 75.36%

2019 97.40%

Program		Completion		Rate
2015	FCC	71%	WCC	71%
2016	FCC	68%	WCC	80%
2017	FCC	75%	WCC	100%
2018	FCC	90%	WCC	80%

Job   **Placement**   **Rate**
2015   100%

2016	97.8%
2017	96.9%
2018	100%

Entrance Dates:

Students may enter any semester for pre-occupational curriculum.

Entrance is the spring and fall semesters for the occupational curriculum

Entrance Requirements:

The Practical Nursing program gives students the knowledge, skills, and work ethics necessary to succeed in practical nursing. The program provides educational opportunities regardless of race, color, national origin, religion, sex, age, disability, academic disadvantage, or economic disadvantage. Program graduates are to be competent in communications, math, interpersonal relations, anatomy and physiology, drug calculations, administration of medications, nutrition and diet therapy, nursing ethics, patient care, and wellness and prevention of illness. The PN program strives to meet the health care needs of the community which it serves, working in conjunction with specific agencies that employ its graduates. The following guidelines have been established in considering applicants for admission to the PN program. They may be evaluated and revised as necessary by faculty and administration.

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into Nursing and Allied Health Technology programs

Assessment Results: If the placement test results indicate that the student is not academically prepared to enter the program, the student may be granted Learning Support or provisional admission status to the college and be placed in one or more Learning Support classes.

Other:
1. Submit a student application/eligibility form for the PN program;
2. Take the Nursing Hesi A2 entrance exam and score 60% (as of January 2018) on Math, Reading Comprehension, and Anatomy & Physiology; 650% (as of January 2018) on Critical Thinking. The student is allowed to test twice per year to meet these requirements.
3. Attend the PN program orientation after acceptance and prior to the first nursing course;
4. GPA of 3.0 on all core curriculum which includes all of the following: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, and ALHS 1090.

Students transferring from other regionally accredited nursing programs may receive advance placement if:
1. The above requirements have been met;
2. Student was in good standing at his or her previous institution;
3. A personal reference from the nursing faculty of the previous institution has been submitted;
4. Nursing courses have been completed within two years prior to application;

Retention Policies:
1. Students must maintain a GPA of 2.0 or better. A "C" must be achieved in each course in order to progress to the next semester of the nursing program. In all nursing courses students must

attain a 75%-unit test average. PNSG 2010 requires an 85% score on the drug calculation exam Unit 3 exam;

2. Students must attain an EXAM average numerical grade of 75% or better for all Nursing courses and satisfactory on all clinical requirements to progress in the nursing program.;

3. Students must maintain CPR and First Aide American Heart certification and carry professional liability insurance while enrolled in nursing courses.

Readmission Policies:

1. All current admission requirements must be met before applying for readmission;

2. Students must continue to be in good standing with the college and the nursing program (i.e., no disciplinary or academic misconduct on record);

3. Unsuccessful students will be allowed only one readmission into the nursing course in which they were unsuccessful;

4. After an unsuccessful course, the student is required to wait at least one semester before re-entering that course;

5. After the second failure, the student will be dropped from the nursing program, and faculty will assist the student in selecting another career path.

Program Final Exit Point:

Graduates from the Practical Nursing program are eligible to take the NCLEX-PN Exam for Georgia State Board to become a licensed practical nurse (LPN).

Pre-Occupational Curriculum (16 Credit Hours)

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Occupational Curriculum (41 Credit Hours)

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 Credit Hours: 57 Minimum Credit Hours for Graduation

Graduation Requirements

All courses in the nursing curriculum must be completed with a satisfactory passing score. Only students who have completed required coursework and receive a diploma are eligible to sit for the NCLEX-PN examination.

Students must demonstrate attainment of stated program competencies by achieving a predetermined score on a designated diagnostic exit exam. Students not achieving this predetermined score will be required to remediate prior to retesting. Students are allowed three attempts to reach the required score on the exit exam. At this point an F would be assigned to their PNSG 2415 course final grade. The student is eligible to repeat PNSG 2415 and take the exit for the final time to be eligible to receive a diploma. The student would not be eligible to retake PNSG 2415 if a prior nursing course had been failed as this would constitute their second failure per the nursing handbook.

SURGICAL TECHNOLOGY (ST12) DIPLOMA

Campus Availability and Advisement:
- Walker County Campus   Advisor: Michael Barrett

Program Description:

The Surgical Technology, Diploma program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology, Diploma program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

Entrance Dates:

Beginning of any semester for pre-occupational curriculum and Spring semester for occupational curriculum.

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into occupational program curriculum

Other:
1. Completion of application and related procedures;
2. Achieve a score of 30th percentile on the Psychological Services Bureau, Inc. (PSB) entrance exam. If, after the third attempt on the entrance examination you have not received a score of at least 30, you will need to make an appointment with your advisor;
3. Documentation of a physical examination and immunization records;
4. Ability to comply with health related standards and meet essential skill requirements;
5. Liability insurance payment;
6. CPR certification;
7. Background Check

Retention Policies:
1. Students must maintain a GPA of 2.0 or better. A "C" must be achieved in each course in order to progress to the next semester of the program;
2. Students must attain a numerical grade of 70 or better in each Surgical Technology lecture course and 80 in clinical rotations to progress in the program;
3. A student must maintain CPR certification and carry professional liability insurance while enrolled in Surgical Technology courses.

Program Final Exit Point:

Program graduates will be eligible to sit for the certified surgical technologist examination.

Pre-Occupational Curriculum (16 Credit Hours)

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
PSYC 1010	Basic Psychology	3

Occupational Curriculum (41 Credit Hours)

SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	7
SURG 1080	Surgical Microbiology	2
SURG 1100	Surgical Pharmacology	2
SURG 2030	Surgical Procedures I	4
SURG 2040	Surgical Procedures II	4
SURG 2110	Surgical Technology Clinical I	3
SURG 2120	Surgical Technology Clinical II	3
SURG 2130	SurgicalTechnology Clinical III	3
SURG 2140	Surgical Technology Clinical IV	3
SURG 2240	Seminar in Surgical Technology	2

Total Credit Hours: 57 Minimum Credit Hours for Graduation

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) (EMH1) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Frances Shugars
- Floyd County Campus   Advisor: Claudio Leyssens
- Gordon County Campus   Advisor: Claudio   Leyssens

Program Video

Program Description:

The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

Entrance Date:

Any term for Pre-occupational courses. Fall Semester for occupational courses, and as needed.

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into Nursing and Allied Health Technology programs

Other:

1. Criminal background checks are required based on the requirements for participation in clinical experiences.
2. Hold a valid driver's license.
3. Have successfully completed the new EMT (EMJ1) curriculum, or possess a current National Registry EMT-B certification, or possess a Georgia EMT state license. Any licensed or certified EMT who has not completed the new EMSP (EMJ1) courses and wishes to reenter the program or is seeking advanced placement into the AEMT courses (EMH1, EP12) must pass all advanced placement exams to enter into the AEMT modules.
4. See Program Faculty for Reentry and or Advanced Placement Policy and Procedures.
5. Complete EMT program application.

Note: EMS students are required to purchase liability insurance. Current cost is $51.00.

Note: Students will be required to purchase mandatory uniform and minimal supplies for the EMS program.

Program Final Exit Point:

EMT-B graduates are currently not qualified to work on an ambulance in this region. Graduates are eligible and required to apply for the National Registry Practical and written examinations prior to entry into the AEMT program. AEMT graduates are required to have certification as an EMT-B, EMT-I-85, or EMT I-99 prior to being allowed to take the AEMT practical and written examinations.

Graduates are eligible to apply for the Advanced EMT National Registry Examination, and for entry into the Paramedicine diploma program after completion of pre-occupational courses or employment. Graduates are also eligible to apply for state licensure (with appropriate requirements) and employment as an Advanced EMT.

Required Curriculum (10 Credit Hours)

EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

Total Credit Hours: 10 Minimum Credit Hours for Graduation

CENTRAL STERILE SUPPLY PROCESSING TECHNICIAN- ADV (CS91) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus   Advisor: Michael   Barrett

Program Video

Program Description:

The Central Sterile Processing Technician- Adv Technical Certificate of Credit is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of healthcare facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in healthcare facilities. Together with practical experiences provide students with the preparation necessary to be eligible to sit for the International Association of Healthcare Central Service Material Management (IAHCSMM) certification exam.

Program Objectives:

1) Students will develop skills necessary to properly decontaminate, process, prepare, store, and issue both sterile and non-sterile medical and surgical supplies and equipment in the healthcare setting; 2) Students will be prepared to operate and monitor sterilizers in healthcare facilities.

Entrance Date:

Beginning of Spring and Fall semesters

Entrance Requirements:

Age: Minimum of 17 years of age

Required Courses (20 Credit Hours)

Course	Title	Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2
CSSP 1010	Central Sterile Supply Processing Technician	5
CSSP 1020	Central Sterile Supply Processing Technician Practicum I	6
CSSP 1022	Central Sterile Supply Processing Technician Practicum II	5
EMPL 1000	Interpersonal Relations and Professional Development OR	2
PSYC 1010	Basic Psychology	3

Total Credit Hours: 20 Minimum Credit Hours for Graduation

EMERGENCY MEDICAL RESPONDER (EMR) (EB71) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Frances Shugars
- Floyd and Gordon County Campuses   Advisor: Claudio   Leyssens

Program Video

Program Description:

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

Entrance Date:

Fall Semester, and as needed

Entrance Requirements:

Age: Minimum of 16 years of age

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Other:

1. Complete EMR program application.

Program Final Exit point:

Graduates will be awarded a certificate after the completion of all required courses.

Required Courses (11 Credit Hours)

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

Total Credit Hours: 11 Minimum Credit Hours for Graduation

EMERGENCY MEDICAL TECHNICIAN (EMT) (EMJ1) CERTIFICATE

Campus Availability and Advisement:

.	Catoosa County Campus	Advisor: Frances Shugars
.	Floyd County Campus	Advisor: Claudio Leyssens
.	Gordon County Campus	Advisor: Claudio Leyssens

Program Video

Program Description:

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Entrance Date:

Fall Semester, and as needed

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into Nursing and Allied Health Technology programs

Education Requirement: High School diploma or GED® is required to enter and graduate from the program.

Other:

1. Criminal background checks are required based on the requirements for participation in clinical experiences.
2. Hold a valid driver's license.
3. Complete EMS program application.

Note: EMS students are required to purchase liability insurance. Current cost is $51.00.

Note: Students will be required to purchase mandatory uniform and minimal supplies for the EMS program.

Program Final Exit Point:

EMT-B graduates are currently not qualified to work on an ambulance in this region. Graduates are eligible and required to apply for the National Registry Practical and written examinations prior to entry into the AEMT program. AEMT graduates are required to have certification as an EMT-B, EMT-I-85, or EMT I-99 prior to being allowed to take the AEMT practical and written examinations.

Required Courses (16 Credit Hours)

EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3

EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1

Total Credit Hours: 16 Minimum Credit Hours for Graduation

HEALTH CARE ASSISTANT (HA21) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Frances Shugars
- Floyd County Campus   Advisor: Allison Patnode
- Gordon County Campus   Advisor: Audrey Thompson
- Walker County Campus   Advisor: Frances Shugars
- Whitfield Murray Campus   Advisor: Frances Shugars

(Note: Some classes may only be available on Floyd, Gordon and Walker County Campuses)

Program Description:

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

Entrance Date:

Varies

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into Nursing and Allied Health Technology programs

Program Final Exit Point:

Upon completion of the Healthcare Assistant program graduates will be prepared for entry level employment in one of four healthcare fields: Certified Nursing Assistant, Phlebotomy Technician, Medical Coding, or Medical Receptionist.

Pre-Occupational Curriculum (22 Credit Hours)

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics OR	3
MATH 1013	Algebraic Concepts	3

And completion of ONE of the following sets of occupational curriculum for a specialization:

Certified Nursing Assistant Specialty (14 Credit Hours)

NAST 1100	Nurse Aide Fundamentals	6
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
XXXX xxxx	Occupational related electives (See advisor for recommended list)	6

Phlebotomy Specialty (14 Credit Hours)

PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5

| XXXX xxxx | Occupational related electives (See advisor for recommended list) | 6 |

Office Specialty (14 Credit Hours)

BUSN 1440	Document Production	4
BUSN 1240	Office Procedures	3
BUSN 2340	Healthcare Administrative Procedures	4
XXXX xxxx	Occupational Related Elective (See advisor for recommended list)	3

Medical Coding Specialty (14 Credit Hours)

(Floyd County Campus only)

BUSN 1440	Document Production	4
MAST 1120	Human Diseases	3
MAST 1510	Medical Billing and Coding I	2
MAST 1520	Medical Billing and Coding II	3
MAST 1530	Medical Procedural Coding	2

Mammography Specialty (15 Credit Hours)

(Floyd County Campus Only)

This specialization open only to anyone who is registered with the ARRT as a radiographer (RT)R

RADT 2520	Mammographic Anatomy, Physics and Positioning	6
RADT 2530	Clinical Mammography	6
XXXX xxxx	Occupational Related Elective (See advisor for recommended list)	3

Central Sterile Supply Processing Specialty (16 Credit Hours)

(Walker County Campus Only)

CSSP 1010	Central Sterile Supply Processing Technician	5
CSSP 1020	Central Sterile Supply Processing Technician Practicum I	6
CSSP 1022	Central Sterile Supply Processing Technician Practicum II	5

Total Credit Hours: 36 Minimum Credit Hours for Graduation

HEALTH CARE SCIENCE (HS21) CERTIFICATE

Campus Availability and Advisement:
- Catoosa County Campus   Advisor: Frances Shugars
- Floyd County Campus   Advisor: Allison Patnode
- Gordon County Campus Advisor: Audrey Thompson
- Walker County Campus   Advisor: Frances Shugars *(Note: Some classes may only be available on the Floyd and Walker Campuses)*

Program Description:

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

Entrance Requirements:

Age: 17 years old for entrance into Health Technology pre-occupational curriculum

   18 years old for entrance into Health Technology programs

General Education Core (12 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
XXXX xxxx	Humanities/Fine Arts Elective	3
MATH xxxx	See Program Specific Requirements	3

General Core Science (8 Credit Hours)

(Not Required For Phlebotomy Track)

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

And completion of ONE of the following healthcare tracks (5-21 Hours):

Pre-Adult Echocardiography (7 Credit Hours)

MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Pre-Associate Degree Nursing (10 Credit Hours)

BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 2103	Human Development	3
SPCH 1101	Public Speaking	3

Pre-Diagnostic Medical Sonography (7 Credit Hours)

MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Pre-Health Information Mgmt Technology (16 Credit Hours)

MAST 1120	Human Diseases	3
XXXX xxxx	Program Specific General Education Elective	3

HIMT 1100	Introduction to Health Information Technology	3
HIMT 1150	Computer Applications in Healthcare	3
HIMT 1250	Health Record Content and Structure	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
	OR	
BUSN 2300	Medical Terminology	2

Pre-Medical Assisting (8 Credit Hours)

XXXX xxxx	General Education Core Elective	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3

Pre-Nursing LPN to AND Transition Program (10 Credit Hours)

BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 2103	Human Development	3
SPCH 1101	Public Speaking	3

Pre-Paramedicine (6 Credit Hours)

| XXXX xxxx | General Education Core Elective | 3 |
| EMSP 1510 | Advanced Concepts for the AEMT | 3 |

Pre-Radiologic Technology (5 Credit Hours)

| XXXX xxxx | General Education Core Elective | 3 |
| ALHS 1090 | Medical Terminology for Allied Health Sciences | 2 |

Pre-Respiratory Care (8 Credit Hours)

BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1

Pre-Surgical Technology (10 Credit Hours)

BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
XXXX xxxx	General Education Core Elective	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

Pre-Vascular (7 Credit Hours)

MATH 1127	Introduction to Statistics	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1

Certified Nursing Assistant (10 Credit Hours)

ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
NAST 1100	Nurse Aide Fundamentals	6

Phlebotomy (21 Credit Hours)

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
ALHS 1040	Introduction to Health Care	3
COMP 1000	Introduction to Computer Literacy	3
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	5

Mammography (14 Credit Hours)

(Floyd County Campus Only)

ALHS 1090	Medical Terminology for Allied Health Sciences	2
RADT 2520	Mammographic Anatomy, Physics and Positioning	6
RADT 2530	Clinical Mammography	6

Total Credit Hours: 25-36 Credit Hours for Graduation

HUMAN LACTATION (LC31) CERTIFICATE

Campus Availability and Advisement:

.   Gordon County Campus   Advisor: Audrey Thompson

Program Description:

The Human Lactation Certificate of Credit is a program that provides academic foundations at the advanced certificate level for the clinical management of breastfeeding and human lactation. Program graduates are trained in the standards of practice and code of ethics. They work within a defined scope of practice. The program will provide clinical practice experience in management of lactation and breastfeeding counseling skills, as well as education in human lactation, breastfeeding and general health sciences. The program graduate will be trained to sit for International Board of Lactation Examiners Certification to become an International Board Certified Lactation Consultant (IBCLC) which is considered the highest certification of a lactation professional.

Entrance Requirements:

1. To be admitted to the program, prospective students must provide proof of current certification or licensure in a related medical field as determined by the Program Director.
2. Meet pre-occupational class requirements required by LEAARC & IBLCE for Pathway 2 IBCLC board certification application.
3. Completion of application and related procedures.
4. Ability to comply with health-related standards and meet minimum essential skill requirements.
5. Payment of fees for liability insurance.
6. Documentation of current CPR certification.
7. Students will have to submit a satisfactory criminal background check as well as a drug screen in order to be placed in a clinical health care facility to complete the clinical portions of their educational training.

Retention Policies:

1. Students must maintain a GPA of 2.0 or better. A "C" must be achieved in each course in order to progress to the next step in the Lactation Consultant program.
2. Students must attain a numerical grade of 70 or better in each Lactation course, including clinical rotations, to progress in the program.
3. A student must maintain CPR certification and carry professional liability insurance while enrolled   in   Lactation   courses.

Readmission Policies:

1. All current admission requirements must be met before applying for readmission.

Program Final Exit Point

Graduates from the Lactation Consultant program are eligible to apply to take the international certification exam to become International Board Certified Lactation Consultants (IBCLC) under Pathway 2 (IBLCE & LEAARC)

Required Courses (36 Credit Hours)

Must be taken in listed semester sequence with successful full completion of each semester required before advancing to the next semester.

	Semester 1 (Program Admission Required)	
LACT 1101	Introduction to Breastfeeding and Lactation Concepts	4
LACT 1102	Fundamentals of Breastfeeding	4
LACT 1110	Lactation Practicum I	4
	Semester 2 (Completion of Semester 1 Courses Required)	
LACT 1103	Breastfeeding and Lactation I	4
LACT 1104	Mother/Baby Aspects of Lactation I	4
LACT 1111	Lactation Practicum II	4
	Semester 3 (Completion of Semester 1 & 2 Courses Required)	
LACT 1105	Breastfeeding & Lactation II	4
LACT 1106	Mother/Baby Aspects of Lactation II	4
LACT 1112	Lactation Practicum III	4

Total Credit Hours: 36 Minimum Credit Hours for Graduation

MEDICAL FRONT OFFICE SPECIALIST (MJ71) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus Advisor: Jennifer Stephenson or Tracey Mercado
- Walker County Campus Advisor: Martha Smith

Program Description

The Medical Front Office Specialist program will prepare graduates to work in the front office of a physician's office, clinic or other outpatient facilities greeting patients, answering the telephone, making appointments, gathering information from patients for patient files, medical billing and coding, and insurance processing. The curriculum focuses on good interpersonal and customer service skills, as well as a clinical foundation in Medical Terminology, Anatomy and Physiology, Pathology, and Legal Aspects in the Medical Office to effectively handle patient interactions, electronic medical records and patient accounts.

Required Courses (21 Credit Hours)

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
MAST 1060	Medical Office Procedures	4
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1120	Human Diseases	3
MAST 1100	Medical Insurance Management	2
MAST 1110	Administrative Practice Management	3

Total Credit Hours: 21 Minimum Credit Hours For Graduation

PATIENT CARE ASSISTANT (PC21) CERTIFICATE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Nicole Sheridan
- Gordon County Campus   Advisor: Audrey Thompson
- Walker County Campus   Advisor: Deborah   Carson

Program Description:

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

Entrance Date:

Varies

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

           18 years old for entrance into Nursing and Allied Health Technology programs

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Program Final Exit Point:

Graduates will be able to apply to sit for Georgia's Certified Nursing Assistant (CNA) examination.

Required Courses (23 Credit Hours)

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3
EMPL 1000	Interpersonal Relations and Professional Development	2
NAST 1100	Nurse Aide Fundamentals	6

Total Credit Hours: 23 Minimum Credit Hours for Graduation

PRE-HOSPITAL EMS OPERATIONS (PEO1) CERTIFICATE

Campus Availability and Advisement:

.	Catoosa County Campus	Advisor: Frances Shugars
.	Floyd County Campus	Advisor: Claudio Leyssens
.	Gordon County Campus	Advisor: Claudio Leyssens

Program Video

Program Description:

The Prehospital EMS Operations certificate program combines Emergency Medical Technician and Advanced Emergency Medical Technician. This certificate prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. This certificate allows the graduate to function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT.

Entrance Date:

Fall Semester, and as needed

Entrance Requirements:

Age: 17 years old for entrance into pre-occupational curriculum

18 years old for entrance into Nursing and Allied Health Technology programs

Other:
1. Criminal background checks are required based on the requirements for participation in clinical experiences.
2. Hold a valid driver's license.
3. Complete EMS program application.

Note: EMS students are required to purchase liability insurance. Current cost is $51.00.

Note: Students will be required to purchase mandatory uniform and minimal supplies for the EMS program.

See Program Faculty for Reentry and or Advanced Placement Policy and Procedures.

Program Final Exit Point:

EMT-B graduates are currently not qualified to work on an ambulance in this region. Graduates are eligible to apply for the National Registry Practical and written examinations prior to entry into the

AEMT courses. All graduates of the entire program are required to have certification as an EMT-B, EMT-I-85, or EMT I-99 prior to being allowed to take the AEMT practical and written examinations.

Required Courses (26 Credit Hours)

EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 1510	Advanced Concepts for the AEMT	3
EMSP 1520	Advanced Patient Care for the AEMT	3
EMSP 1530	Clinical Applications for the AEMT	1
EMSP 1540	Clinical and Practical Applications for the AEMT	3

Total Credit Hours: 26 Minimum Credit Hours for Graduation

Programs of Study- Industrial

Rapid advancements in the industrial technology fields make the need for current education and training essential. Georgia Northwestern Technical College (GNTC) Industrial Technologies programs combine classroom study and practical training emphasizing skill development, related technical knowledge, and general education. GNTC offers a wide selection of degrees, diplomas, and certificates. These programs are offered on both a full-time and part-time basis, although part-time enrollment will require longer to complete. All programs are not offered on every college campus. As with all GNTC programs, students interested in Industrial Technologies programs should consult specific program information in this catalog and call or visit the Admissions Office to discuss program admission requirements and entry dates. The following is a list of the Industrial Technologies degrees, diplomas, and certificates that GNTC offers. GNTC reserves the right to cancel courses due to inadequate enrollment. The letters following the program names identify the campuses or location where the programs are taught: (A-Aviation Training Center, Floyd County; C-Catoosa County Campus; F-Floyd County Campus; G-Gordon County Campus; P-Polk County Campus; W-Walker County Campus; and WM-Whitfield Murray Campus).

Click on Program Names Below for Information and Curriculum

Associate of Applied Science Degree Programs
Applied Technical Management (AS33) (p. 199) - C, F, G, P, W, WM
Automation Engineering Technology (AET3) - WM
Automotive Technology (AT23) (p. 197) - F, W
Aviation Maintenance Technology (AM43) (p. 202) - A
Construction Management (CM13) (p. 204) - G
Drafting Technology (DT13) (p. 206) - W
Horticulture (EH13) (p. 207) - F
Industrial Systems Technology (IS13) (p. 209) - C, F, WM
Instrumentation and Controls Technician (IA13) (p. 211) - C, F
Precision Machining and Manufacturing (MT13) (p. 213) - F, WM

Diploma Programs
Air Conditioning Technology (ACT2) (p. 214) - F, W
Auto Collision Repair (ACR2) (p. 215) - F
Automotive Fundamentals (AF12) (p. 217) - F, W
Automotive Technology (AT14) (p. 218) - F, W
Aviation Maintenance Technology (AM34) (p. 220) - A
CNC Technology (CT12) (p. 222) - F, WM
Construction Management (CM12) (p. 223) - G
Diesel Equipment Technology (DET4) - WM
Drafting Technology (DT12) (p. 226) - W
Electrical Control Systems (EC22) (p. 227) - F
Electrical Systems Technology (ES12) (p. 228) - F
Horticulture (EH12) (p. 230) - F
Industrial Systems Technology (IST4) (p. 232) - C, F, WM
Instrumentation and Controls Technician (IAC2) (p. 233) - C, F
Precision Machining and Manufacturing (MTT2) (p. 234) - F, WM
Welding and Joining Technology (WAJ2) (p. 235) - F, W, WM

Certificate Programs
Advanced PLC and HMI Technology II (AP31) (p. 236) - F
Advanced Shielded Metal Arc Welder (OSM1) (p. 237) - F, W, WM
Air Conditioning Electrical Technician (ACK1) (p. 238) - F, W
Air Conditioning System Maintenance Technician (AZ21) (p. 239) - F, W
Air Conditioning Technician Assistant (AZ31) (p. 240) - F, W
Automotive Chassis Technician Specialist (ASG1) (p. 241) - F, W

Automotive Climate Control Technician (AH21) (p. 242) - F, W
Automotive Collision Mechanical\Electrical Helper (AH71) (p. 243) - F
Automotive Collision Repair Assistant I (AB51) (p. 244) - F
Auto Electrical/Electronic Systems Technician (AE41) (p. 245) - F, W
Automotive Engine Performance Technician (AE51) (p. 246) - F, W
Automotive Engine Repair Technician (AE61) (p. 247) - F, W
Automotive Refinishing Assistant I (ARA1) (p. 248) - F
Automotive Refinishing Assistant II (AP71) (p. 249) - F
Automotive Transmission/Transaxle Tech Specialist (AA71) (p. 250) - F, W
Aviation Maintenance Technician (AM24) (p. 251) - A
Aviation Maintenance Technician-Airframe (AMT1) (p. 253) - A
Aviation Maintenance Technician-Power Plant (AM61) (p. 254) - A
Basic Machinist (BM31) (p. 255) - F, WM
Basic Mechatronics Specialist (MS41) (p. 256) - C, F
Basic Shielded Metal ARC Welder (FS31) (p. 257) - F, W
CAD Operator Mechanical (CP61) (p. 258) - W
Chemical Laboratory Technician Assistant I (CL41) (p. 259) - WM
Chemical Process Control Technician Assistant I (CR71) (p. 260) - WM
Chemical Technology Laboratory Technician (CT51) (p. 261) - WM
CNC Specialist (CS51) (p. 262) - F, WM
Commercial Truck Driving (CT61) (p. 263) - W
Commercial Wiring (CW31) (p. 265) - F
Construction Management Apprentice (CM71) (p. 266) - G
Construction Manager (CM81) (p. 267) - G
Die Maintenance Technician (DMT1) (p. 268) - F
Diesel Engine Service Technician (DE21) (p. 269) - WM
Diesel Truck Maintenance Technician (DTM1) (p. 270) - WM
Drafter's Assistant (DA31) (p. 271) - W
Electrical Contracting Technician (ECL1) (p. 272) - G
Electrical Maintenance Technician (EM81) (p. 273) - C, F, WM
Electrical Technician (ET51) (p. 274) - F
Environmental Horticulture Technician (EH11) - F
Flooring Production Operator (FPO1 (p. 276)) - WM
Flooring Production Technician (FP51) (p. 277) - WM
Flux Cored ARC Welder (FC61) (p. 278) - F, W, WM
Gas Metal ARC Welder (GM31) (p. 279) - F, W, WM
Gas Tungsten ARC Welder (GTA1) (p. 280) - W, WM
Green Building Technician (GB11) (p. 281) - G
IEC Electrical Apprenticeship (IE11) (p. 282) - G
Industrial Electrical Controls (IE31) (p. 283) - F
Industrial Electrician (IE41) (p. 284) - C, F, WM
Industrial Fluid Power Technician (IF11) (p. 285) - C, F
Industrial Motor Control Technician (IM41) (p. 286) - C, F
Industrial Systems Fundamentals (IS61) (p. 287) - C, F
Instrumentation and Controls Technician I (IA31) (p. 288) - C, F
Instrumentation and Controls Technician II (IA41) (p. 289) - F
Landscape Specialist (LS11) - F
Lathe Operator (LP11) (p. 291) - F, WM
Lawn Maintenance Specialist (LM11) (p. 292) - F
Mechanical Maintenance Technician (MM31) (p. 293) - F
Mechatronics Specialist (AM11) (p. 294) - F
Mill Operator (MP11) (p. 295) - F, WM

Nursery/Greenhouse Technician (PPS1) - F
Photovoltaic Systems Installation and Repair Technician (PS11) (p. 297) - F
Pipe Shielded Metal ARC Welding (PS21) - F, W, WM
Process Control Technician I (PC61) (p. 299) - C
Programmable Control Technician I (PC81) (p. 300) - C, F, WM
Programmable Control Technician II (PC91) (p. 301) - C
Project SUCCESS Manufacturing Specialist (PS61) (p. 302) - P (This Program Is Only Offered At Area High Schools For Dually Enrolled Students)
Residential Wiring Technician (RW21) (p. 303) - F
Robotic Technician (RT41) (p. 304) - C, F
Vertical Shielded Metal Arc Welder Fabricator (VSM1) (p. 305) - F, W

Program lengths vary based on program type and number of hours taken each semester.

Occupational courses alone (excluding COMP 1000) take two-years to complete in the Aviation Maintenance Technology Degree and Diploma and Aviation Maintenance Technician Certificate majors.

Industrial Technology Program Accreditations

The Automotive Technology program is Automotive Service Excellence (ASE) certified.

The Aviation Maintenance Technology program (AVMT courses only) are regulated and certificated by the Federal Aviation Administration.

AUTOMOTIVE TECHNOLOGY (AT23) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Pete Lute
- Walker County Campus Advisor: Troy Peco

Program Video

Program Description:

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

Entrance Dates:

Fall and Spring Semester (Pre-Occupational Courses Any Semester)

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (47 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1040	Automotive Engine Performance	7
	OR	
AUTT 1041	Automotive Engine Performance I	3
	AND	
AUTT 1042	Automotive Engine Performance II	4

AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
AUTT 2010	Automotive Engine Repair OR	6
AUTT 2011	Automotive Engine Repair I AND	3
AUTT 2012	Automotive Engine Repair II	3
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

Total Credit Hours: 62 Minimum Credit Hours for Graduation

APPLIED TECHNICAL MANAGEMENT (AS33) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- *Catoosa County Campus   Advisor: Grace Beam*
- *Floyd County Campus   Advisor: Alisa Kinnebrew*
- *Gordon County Campus   Advisor: Melissa Kirby*
-
Polk County Campus   Advisor: Leyner Argueta
- *Walker County Campus Advisor: Grace Beam*
- *Whitfield Murray Campus   Advisor: Leyner Argueta or Fabrice Sainton*
- *This program is also available 100% online. For online advisement, contact any of the above.*

Program Description

The AAS in Applied Technical Management allows a student to complete a diploma in a TCSG program area and to continue to this AAS. In addition to the skills and knowledge obtained in the diploma, the student will obtain degree-level general education knowledge and business related skills and knowledge.

Entrance Requirements: Must have completed a Diploma program and have administrative approval prior to admission into program.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Program Specific General Education Elective	3
MATH 1100	Quantitative Skills & Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1111	College Algebra	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (53 Credit Hours)

In addition to the courses listed below, 37 hours must come from completion of an approved diploma program.

MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 2125	Performance Management	3
ACCT 1100	Financial Accounting I	4
MGMT 1110	Employment Rules & Regulations	3
	OR	
ACCT 2140	Legal Environment of Business	3
	OR	
MKTG 1130	Business Regulations and Compliance	3

Total Credit Hours: 68 Minimum Credit Hours for Graduation

AUTOMATION ENGINEERING TECHNOLOGY (AET3) ASSOCIATE OF APPLIED SCIENCE DEGREE

Location and Advisement:

- Whitfield Murray Campus   Advisor: Ronny   Huggins

Program Description:

The Automation Engineering Technology Associate Degree program will prepare students to design, implement, commission, and troubleshoot various automated industrial processes. The program emphasizes math and physical science to lay a foundation for understanding the complex processes and recipes utilized in industry. A strong occupational core encompassing Circuit Analysis, Computer Programming, CAD Design, and Economics prepares students for the more robust material later in the program. Students will learn motor theory and application, PLC and HMI Touchscreen programming, complex industrial instrumentation and loop tuning techniques, instrumentation calibration techniques, and industrial robot programming. At the end of the program students will be able to choose either to do a capstone project or work as an engineering intern for a participating local company. The program will also provide a path for students to enter into a Bachelor's Engineering program at local baccalaureate colleges.

General Education Core (16 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (56 Credit Hours)

ENGT 1000	Introduction to Engineering Technology	3
ECET 1102	Circuit Analysis I	3
ECET 1102L	Circuit Analysis I Lab	1
DFTG 2010	Engineering Graphics	4
ECET 2102	Circuit Analysis II	3
ECET 2102L	Circuit Analysis II Lab	1
ECET 1111	Digital Systems I	3
ECET 1111L	Digital Systems I Lab	1
IDSY 1110	Industrial Motor Controls I	4
ECET 1191	Computer Programming Fundamentals	3
MATH 1113	Precalculus	3
ECET 2000	Engineering Economics and Management	3
IDSY 1120	Basic Industrial PLCs	4
AUMF 1150	Introduction to Robotics	3
AUMF 2060	Work Cell Design Laboratory	2
IDSY 1230	Industrial Instrumentation	4
IDSY 2750	Human Machine Interface	4
IDSY 2800	Advanced Process Control	4
EMET 2900	Capstone Project	3
	OR	
ENGT 2500	Engineering Internship	3

Total Credit Hours: 72 Minimum Credit Hours for Graduation

AVIATION MAINTENANCE TECHNOLOGY (AM43) ASSOCIATE OF APPLIED SCIENCE DEGREE

Location and Advisement:

- GNTC Aviation Training Center at Richard B. Russell Regional Airport/J.H. Towers Field
- Advisors: Jon Byrd, Mathew Corvey, and Eric Nelson

Program Video

Program Description:

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

The Aviation Maintenance Technology program ('AVMT' Courses only) are regulated and certificated by the Federal Aviation Administration.

Entrance Dates:

Fall Semester (Pre-Occupational Courses Any Semester)

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Occupational Curriculum (82 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5
AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2
AVMT 2010	Aircraft Airframe Structures	2
	OR	
AVMT 2011	Aircraft Wood Structures, Coverings and	1

Finishes

AVMT 2020	Airframe Sheet Metal	2
AVMT 2025	Airframe Non-Metallic Structures	2
AVMT 2030	Airframe Welding	1
AVMT 2040	Airframe Assembly and Rigging	2
AVMT 2050	Airframe Inspection	4
AVMT 2060	Aircraft Hydraulic and Pneumatic Systems	2
AVMT 2070	Aircraft Landing Gear Systems	3
AVMT 2080	Aircraft Environmental Control Systems	3
AVMT 2085	Aircraft Fuel and Instrument Systems	3
AVMT 2090	Aircraft Electrical Systems	4
AVMT 2095	Aircraft Communication and Navigation Systems	2
AVMT 2210	Reciprocating Engine Powerplants I	3
AVMT 2220	Reciprocating Engine Powerplants II	4
AVMT 2230	Gas Turbine Powerplants I	3
AVMT 2240	Gas Turbine Powerplants II	3
AVMT 2260	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2270	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275	Powerplant Ignition and Starting Systems	4
AVMT 2280	Aircraft Powerplant Accessory Systems	3
AVMT 2285	Aircraft Propeller Systems	3

Total Credit Hours: 97 Minimum Credit Hours for Graduation

CONSTRUCTION MANAGEMENT (CM13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Gordon County Campus Advisor: Donny Holmes

Program Video

Skills USA Video

Program Description:

The Construction Management degree program is designed to prepare students for a career in some aspect of construction supervision. Basic carpentry skills include laying footings and foundations, framing, roofing, and interior and exterior finishing. Management skills include principles of accounting, construction drafting, code review, scheduling, and contracting. Program graduates receive an Associate of Applied Science Degree in Construction Management.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (51 Credit Hours)

ACCT 1100	Financial Accounting I	4
CARP 1070	Site Layout Footings and Foundations	3
CARP 1105	Floor and Wall Framing	4
CARP 1110	Ceiling and Roof Framing	4
CARP 1112	Exterior Finishes and Trim	4
CARP 1114	Interior Finishes I	5
CARP 1190	Interior Finishes II	2
	OR	
CARP 1340	Carpentry Internship - Practicum	3
CMTT 2010	Residential Estimating Review	3
CMTT 2020	Construction Drafting I	3
	OR	
DFTG 1101	CAD Fundamentals	4

CMTT 2050	Residential Code Review	3
CMTT 2130	Computerized Construction Scheduling	3
CMTT 2170	Construction Contracting	3
COFC 1080	Construction Trades Core OR	4
COFC 1011	Overview of Building Construction Practices and Materials AND	3
COFC 1020	Professional Tool Use and Safety	3
COFC 1050	Construction Print Reading Fundamentals	3
XXXX xxxx	Occupational Elective (See Advisor for Approved List)	3

Total Credit Hours: 66 Minimum Credit Hours for Graduation

DRAFTING TECHNOLOGY (DT13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Walker County Campus Advisor: Cory Allen

Program Description:

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

Entrance Dates:

Fall Semester (Pre-Occupational Courses Any Semester)

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
	OR	
MATH 1113	Precalculus	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (8 Credit Hours)

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4

Choose One of the Following Specializations

Mechanical Drafting Specialization (37 Credit Hours)

DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	3
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4
XXXX xxxx	Occupational Electives (See Advisor)	17

Architectural Drafting Specialization (37 Credit 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
XXXX xxxx	Occupational Electives (See Advisor)	17

Total Credit Hours: 60 Minimum Credit Hours Required for Graduation

HORTICULTURE (EH13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: David Warren

Program Description:

The Horticulture program is a sequence of courses that prepares students for careers in environmental horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (21 Credit Hours)

COMP 1000	Introduction to Computer Literacy	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 xxxx	Horticulture Elective	3
HORT 1150	Environmental Horticulture Internship	3
	OR	
HORT xxxx	Guided Horticulture Elective	3

And completion of one of the following specializations:

General Horticulture Specialization (24 Credit Hours)

XXXX xxxx	Guided Elective	3

and

Select 21 Hours From List Below

HORT 1030	Greenhouse Management	4
HORT 1041	Landscape Construction	4
HORT 1050	Nursery Production and Management	4
HORT 1060	Landscape Design	4
HORT 1070	Landscape Installation	4
HORT 1120	Landscape Management	4
HORT 1140	Horticulture Business Management	3
HORT 1160	Landscape Contracting	3
HORT 1200	Arboriculture Science	4

HORT 1250	Plant Production and Propagation	4
HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	4
HORT 1410	Soils	3
HORT 1420	Golf Course Design Construction and Management	3
HORT 1430	Advanced Landscape Design	4
HORT 1440	Landscape Grading and Drainage	4
HORT 1500	Small Gas Engine Repair and Maintenance	4
HORT 1560	Computer-Aided Landscape Design	4
HORT 1680	Woody Plant Identification II	3
HORT 1690	Horticulture Spanish	3
HORT 1700	Large Equipment Operation	3
HORT 1720	Introductory Floral Design	4
HORT 1730	Advanced Floral Design	4
HORT 1750	Interiorscaping	4
HORT 1800	Urban Landscape Issues	3
HORT 2249	Flower Shop Management	3
HORT 2500	Specialty Landscape Construction	4
HORT xxxx	Horticulture Elective	3
HORT xxxx	Horticulture Elective	4

or

Landscape Management Specialization (24 Credit Hours)

HORT 1041	Landscape Construction	4
HORT 1060	Landscape Design	4
HORT 1120	Landscape Management	4
HORT 1330	Turfgrass Management	4
HORT 1310	Irrigation and Water Management	4
HORT xxxx	Horticulture Elective	4

or

Floral Management Specialization (24 Credit Hours)

HORT 1720	Introductory Floral Design	4
HORT 1730	Advanced Floral Design	4
HORT 1750	Interiorscaping	4
HORT 2249	Flower Shop Management	3
HORT xxxx	Horticulture Electives	9

Total Credit Hours: 60 Minimum Credit Hours for Graduation

INDUSTRIAL SYSTEMS TECHNOLOGY (IS13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Matthew Sosebee
- Floyd County Campus   Advisor: Wesley Runyon or Eric Arreguin
- Whitfield Murray Campus   Advisor: Scottie Spears

Program Description:

The Industrial Systems Technology 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, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems Degree that qualifies them for employment as industrial electricians or industrial systems technicians.

Entrance Dates:

Fall and Spring Semester (Pre-Occupational Courses Any Semester)

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (48 Credit Hours)

IDSY 1130	Industrial Wiring	4
IDSY 1170	Industrial Mechanics	4
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1195	Pumps and Piping Systems	3
XXXX xxxx	Occupational Electives	11

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3

| ELTR 1020 | Alternating Current Fundamentals | 3 |
| IDFC 1012 | Alternating Current I | 3 |

Total Credit Hours: 63 Minimum Credit Hours for Graduation

INSTRUMENTATION AND CONTROLS TECHNICIAN (IA13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Cody Brewer
- Floyd County Campus   Advisor: Dick   Tanner

Program Video

Program Description:

The Instrumentation and Controls Technician Associate of Applied Science Degree provides students with a basic knowledge of instrumentation and control maintenance functions such as troubleshooting, repair, and installation of instruments, control devices, and electronic equipment. Instruction is performed through a combination of theory and hands-on training.

Pre-Occupational Curriculum (16 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
XXXX xxxx	Humanities/Fine Arts Elective	3

Humanities/Fine Arts Elective: See Advisor

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (52 Credit Hours)

IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 2750	Human Machine Interface	4
IDSY 1230	Industrial Instrumentation	4
IDSY 2850	Industrial Graphical Communication	4
ICET 2040	Fundamentals of Pressure, Temperature, Flow, and Level	5
ICET 2060	Instrumentation Maintenance and Calibration	5
IDSY 2800	Advanced Process Control	4
ICET 2080	Final Control Elements	4
IDSY 2830	Networking Industrial Equipment	4

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

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

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will subsitute for both IDSY 1101 and IDSY 1105 together.

Total Credit Hours: 68 Minimum Credit Hours for Graduation

PRECISION MACHINING AND MANUFACTURING (MT13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Bart Jenkins
- Whitfield Murray Campus   Advisor: Philip   Shirley

Program Description:

The Precision Machining and Manufacturing Degree program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining and Manufacturing Degree and have the qualification of a machine tool technician.

Pre-Occupational Curriculum (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1103	Quantitative Skills and Reasoning	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Program Specific General Education Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (51 Credit Hours)

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1013	Machine Tool Math	3
	OR	
MATH 1013	Algebraic Concepts	3
	AND	
MATH 1015	Geometry and Trigonometry	3
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual Programming	5
AMCA 2190	CAD/CAM Programming	4
XXXX xxxx	Occupational Elective (See Advisor for Approved List)	3

Total Credit Hours: 66 Minimum Credit Hours for Graduation

AIR CONDITIONING TECHNOLOGY (ACT2) DIPLOMA

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Chad Wheat
- Walker County Campus Advisor: Jason Brown

Program Description:

The Air Conditioning Technology Diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application neces-sary for successful employment. Program graduates receive an Air Conditioning Technology Diploma and have the qualification of an air conditioning technician.

Entrance Dates:

Fall Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (43 Credit Hours)

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
XXXX xxxx	Occupational Related Elective	3

Total Credit Hours: 51 Minimum Credit Hours for Graduation

AUTO COLLISION REPAIR (ACR2) DIPLOMA

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Steven Abrams

Program Video

Program Description:

The Auto Collision Repair program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive paint-ing and refinishing depending on the specialization area a student chooses to complete. Program graduates receive an Automotive Collision Repair diploma, which qualifies them as major collision repair technicians or painting and refinishing technicians.

Entrance Dates:

Fall and Spring Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (20 Credit Hours)

COMP 1000	Introduction to Computer Literacy	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

And completion of one of the following specializations:

Major Collision Repair Specialization (12 Credit Hours)

ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5
ACRP 2019	Major Collision Repair Internship	2
	OR	
ACRP 2118	Major Collision Repair Internship I	1
	AND	
ACRP 2119	Major Collision Repair Internship II	1

Refinishing Specialization (12 Credit Hours)

ACRP 2001	Introduction to Auto Painting and Refinishing	5
ACRP 2002	Painting and Refinishing Techniques	5
ACRP 2009	Refinishing Internship	2
	OR	
ACRP 2108	Refinishing Internship I	1
	AND	

ACRP 2109	Refinishing Internship II	1

Mechanical/Electrical Helper Specialization (9 Credit Hours)

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

Total Credit Hours: 37 Minimum Credit Hours for Graduation

AUTOMOTIVE FUNDAMENTALS (AF12) DIPLOMA

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Pete Lute
- Walker County Campus Advisor: Troy   Peco

Program Video

Program Description:

The Automotive Fundamentals diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advance-ment. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Fun-damentals diploma that qualifies them as entry-level technicians.

Entrance Dates:

Fall and Spring Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (32 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems OR	7
AUTT 1021	Automotive Electrical Systems I AND	4
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1040	Automotive Engine Performance OR	7
AUTT 1041	Automotive Engine Performance I AND	3
AUTT 1042	Automotive Engine Performance II	4
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5

Total Credit Hours: 40 Minimum Credit Hours for Graduation

AUTOMOTIVE TECHNOLOGY (AT14) DIPLOMA

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Pete Lute
- Walker County Campus   Advisor: Troy   Peco

Program Video

Program Description:

The Automotive Technology Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Auto Technology diploma that qualifies them as well rounded entry-level technicians.

Entrance Dates:

Fall and Spring Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (47 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems OR	7
AUTT 1021	Automotive Electrical Systems I AND	4
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1040	Automotive Engine Performance OR	7
AUTT 1041	Automotive Engine Performance I AND	3
AUTT 1042	Automotive Engine Performance II	4
AUTT 1050	Automotive Suspension and Steering Systems	4
AUTT 1060	Automotive Climate Control Systems	5
AUTT 2010	Automotive Engine Repair OR	6
AUTT 2011	Automotive Engine Repair I	3

	AND	
AUTT 2012	Automotive Engine Repair II	3
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

Total Credit Hours: 55 Minimum Credit Hours for Graduation

AVIATION MAINTENANCE TECHNOLOGY (AM34) DIPLOMA

Location and Advisement:
- GNTC Aviation Training Center at Richard B. Russell Regional Airport/J.H. Towers Field
- Advisors: Jon Byrd, Mathew Corvey, and Eric Nelson

Program Video

Program Description:

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

The Aviation Maintenance Technology program ('AVMT' Courses only) are regulated and certificated by the Federal Aviation Administration.

Entrance Dates:

Fall Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1013	Algebraic Concepts	3
	OR	
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (82 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5
AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2
AVMT 2010	Aircraft Airframe Structures	2
	OR	
AVMT 2011	Aircraft Wood Structures, Coverings and Finishes	1
AVMT 2020	Airframe Sheet Metal	2
AVMT 2025	Airframe Non-Metallic Structures	2
AVMT 2030	Airframe Welding	1
AVMT 2040	Airframe Assembly and Rigging	2

AVMT 2050	Airframe Inspection	4
AVMT 2060	Aircraft Hydraulic and Pneumatic Systems	2
AVMT 2070	Aircraft Landing Gear Systems	3
AVMT 2080	Aircraft Environmental Control Systems	3
AVMT 2085	Aircraft Fuel and Instrument Systems	3
AVMT 2090	Aircraft Electrical Systems	4
AVMT 2095	Aircraft Communication and Navigation Systems	2
AVMT 2210	Reciprocating Engine Powerplants I	3
AVMT 2220	Reciprocating Engine Powerplants II	4
AVMT 2230	Gas Turbine Powerplants I	3
AVMT 2240	Gas Turbine Powerplants II	3
AVMT 2260	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2270	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275	Powerplant Ignition and Starting Systems	4
AVMT 2280	Aircraft Powerplant Accessory Systems	3
AVMT 2285	Aircraft Propeller Systems	3

Total Credit Hours: 90 Minimum Credit Hours for Graduation

CNC TECHNOLOGY (CT12) DIPLOMA

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Bart Jenkins
- Whitfield Murray Campus   Advisor: Phil Shirley

Program Description:

The CNC Technology program is a sequence of courses that prepares students for careers in the CNC technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of CNC theory and practical application necessary for successful employment. Program graduates receive a CNC Technology diploma and have the qualifications of a CNC technician.

Entrance Dates:

Fall and Spring Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (46 Credit Hours)

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual Programming	5
AMCA 2190	CAD/CAM Programming	4
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1013	Machine Tool Math OR	3
MATH 1013	Algebraic Concepts AND	3
MATH 1015	Geometry and Trigonometry	3
MCHT 1020	Heat Treatment and Surface Grinding OR	4
AMCA 2170	CNC Practical Applications	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
XXXX xxxx	Occupational Electives (See Advisor for Approved List)	6

Total Credit Hours: 54 Minimum Credit Hours for Graduation

CONSTRUCTION MANAGEMENT (CM12) DIPLOMA

Campus Availability and Advisement:

- Gordon County Campus Advisor: Donny   Holmes

Program Video

Skills USA Video

Program Description:

The Construction Management Diploma program is designed for the student who wishes to prepare for a career in some aspect of construction supervision. This diploma in carpentry provides background skills in several areas of construction. Supervision courses, computer aided drafting, project management, and accounting for construction businesses provides a core of management and supervisory courses leading to a Construction Management Diploma.

Entrance Dates:

Fall and Spring Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Curriculum (47 Credit Hours)

CARP 1070	Site Layout Footings and Foundations	3
CARP 1105	Floor and Wall Framing	4
CARP 1110	Ceiling and Roof Framing	4
CARP 1112	Exterior Finishes and Trim	4
CARP 1114	Interior Finishes I	5
CARP 1190	Interior Finishes II OR	2
CARP 1340	Carpentry Internship - Practicum	3
CMTT 2010	Residential Estimating Review	3
CMTT 2020	Construction Drafting I OR	3
DFTG 1101	CAD Fundamentals	4
CMTT 2050	Residential Code Review	3
CMTT 2130	Computerized Construction Scheduling	3
CMTT 2170	Construction Contracting	3
COFC 1080	Construction Trades Core OR	4
COFC 1011	Overview of Building Construction Practices and Materials AND	3

COFC 1020	Professional Tool Use and Safety	3
COFC 1050	Construction Print Reading Fundamentals	3
XXXX xxxx	Occupational Elective (See Advisor for Approved List)	3

Total Credit Hours: 55 Minimum Credit Hours for Graduation

DIESEL EQUIPMENT TECHNOLOGY (DET4) DIPLOMA

Campus Availability and Advisement:

- Whitfield Murray Campus   Advisor: Salvador Arreguin

Program Description:

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.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (39 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems OR	7
DIET 1011	Diesel Electrical and Electronic Systems I AND	4
DIET 1012	Diesel Electrical and Electronic Systems II	3
DIET 1030	Diesel Engines OR	6
DIET 1031	Diesel Engine Repair AND	3
DIET 1032	Diesel Engine Support Systems	3
DIET 1020	Preventive Maintenance	5
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3
DIET 2000	Truck Steering and Suspension Systems	4
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drivetrains	4

Total Credit Hours: 47 Minimum Credit Hours for Graduation

DRAFTING TECHNOLOGY (DT12) DIPLOMA

Campus Availability and Advisement:

- Walker County Campus   Advisor: Cory   Allen

Program Description:

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

Entrance Dates:

Fall Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics OR	3
MATH 1013	Algebraic Concepts	3

Occupational Curriculum (14 Credit Hours)

DFTG 1015	Practical Mathematics for Drafting Technology OR	3
MATH 1015	Geometry and Trigonometry	3
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
XXXX xxxx	Occupational Related Elective	3

Choose One of the Following Specializations:

Mechanical Drafting Specialization (24 Credit Hours)

DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	3
DFTG 1109	Auxiliary Views/Surface Development	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4
XXXX xxxx	Guided Elective(s) (See Advisor)	4

Architectural Drafting Specialization (24 Credit 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
XXXX xxxx	Guided Elective(s) (See Advisor)	4

Total Credit Hours: 46 Minimum Credit Hours for Graduation

ELECTRICAL CONTROL SYSTEMS (EC22) DIPLOMA

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Wesley Runyon or Austin Patrick

Program Description:

The Electrical Control Systems program is a sequence of courses designed to prepare students in the field of Electrical Control Systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLCs, electrical controls, and instrumentation. Graduates of the program receive an Electrical Control Systems diploma that qualifies them for employment as industrial electricians or industrial control technicians.

Entrance Dates:

Fall Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3

Occupational Curriculum (36 Credit Hours)

IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4
XXXX xxxx	Occupational related electives	6

Choose one of the following two:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following three:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for both IDSY 1101 and IDSY 1105 together.

Total Credit Hours: 44 Minimum Credit Hours for Graduation

ELECTRICAL SYSTEMS TECHNOLOGY (ES12) DIPLOMA

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Scottie   Carter

Program Description:

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

Entrance Dates:

Fall and Spring Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (25 Credit Hours)

XXXX xxxx	Occupational Related Elective	3
IDFC 1007	Industrial Safety Procedures	2
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for both IDSY 1101 and IDSY 1105 together.

And completion of one of the following specializations:

Electrical Construction and Maintenance Specialization (10 Credit Hours)

ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
XXXX xxxx	Occupational Elective(s) (See Advisor for Approved List)	4

Industrial Electrical Technology Specialization (10 Credit Hours)

ELTR 1220	Industrial PLC's	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	National Electrical Code Industrial Applications	3

<u>Field Occupation Specialization (10 Credit Hours)</u>

See Advisor for List of Approved Courses

Total Credit Hours: 43 Minimum Credit Hours for Graduation

HORTICULTURE (EH12) DIPLOMA

Campus Availability and Advisement:

- Floyd County Campus   Advisor: David   Warren

Program Description:

The Horticulture program is a sequence of courses that prepares students for careers in environmental horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (21 Credit Hours)

COMP 1000	Introduction to Computer Literacy	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 xxxx	Horticulture Elective	3
HORT 1150	Environmental Horticulture Internship OR	3
HORT xxxx	Guided Horticulture Elective	3

And completion of one of the following specializations:

General Horticulture Specialization (15 Credit Hours)

XXXX xxxx	Guided Elective	3

and

Select 12 Hours From List Below

HORT 1030	Greenhouse Management	4
HORT 1041	Landscape Construction	4
HORT 1050	Nursery Production and Management	4
HORT 1060	Landscape Design	4
HORT 1070	Landscape Installation	4
HORT 1120	Landscape Management	4
HORT 1140	Horticulture Business Management	3
HORT 1160	Landscape Contracting	3
HORT 1200	Arboriculture Science	4
HORT 1250	Plant Production and Propagation	4
HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	4
HORT 1410	Soils	3
HORT 1420	Golf Course Design Construction and Management	3

HORT 1430	Advanced Landscape Design	4
HORT 1440	Landscape Grading and Drainage	4
HORT 1500	Small Gas Engine Repair and Maintenance	4
HORT 1560	Computer-Aided Landscape Design	4
HORT 1680	Woody Plant Identification II	3
HORT 1690	Horticulture Spanish	3
HORT 1700	Large Equipment Operation	3
HORT 1720	Introductory Floral Design	4
HORT 1730	Advanced Floral Design	4
HORT 1750	Interiorscaping	4
HORT 1800	Urban Landscape Issues	3
HORT 2249	Flower Shop Management	3
HORT 2500	Specialty Landscape Construction	4

or

Landscape Management Specialization (15 Credit Hours)

HORT 1120	Landscape Management	4
HORT 1310	Irrigation and Water Management	4
HORT 1330	Turfgrass Management	4
HORT xxxx	Horticulture Elective	3

or

Floral Management Specialization (15 Credit Hours)

HORT 1720	Introductory Floral Design	4
HORT 1730	Advanced Floral Design	4
HORT 1750	Interiorscaping	4
HORT 2249	Flower Shop Management	3

Total Credit Hours: 44 Minimum Credit Hours for Graduation

INDUSTRIAL SYSTEMS TECHNOLOGY (IST4) DIPLOMA

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Matthew Sosebee
- Floyd County Campus   Advisor: Wesley Runyon or Eric Arreguin
- Whitfield Murray Campus   Advisor: Scottie   Spears

Program Description:

The Industrial Systems Technology Diploma program is designed for the student who wishes to prepare for a career as an industrial systems technician/electrician. The program provides learn-ing opportunities that introduce, develop and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and 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, instrumenta-tion, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems Technology Diploma that qualifies them for employment as industrial electri-cians or industrial systems technicians.

Entrance Dates:

Fall and Spring Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics OR	3
MATH 1013	Algebraic Concepts	3

Occupational Curriculum (38 Credit Hours)

IDSY 1130	Industrial Wiring	4
IDSY 1170	Industrial Mechanics	4
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
XXXX xxxx	Occupational Electives	9

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for both IDSY 1101 and IDSY 1105 together.

Total Credit Hours: 46 Minimum Credit Hours for Graduation

INSTRUMENTATION AND CONTROLS TECHNICIAN (IAC2) DIPLOMA

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Cody Brewer
- Floyd County Campus   Advisor: Dick Tanner

Program Video

Program Description:

The Instrumentation and Controls Technician Diploma provides students with a basic knowledge of instrumentation and control maintenance functions such as troubleshooting, repair, and installation of instruments, control devices, and electronic equipment. Instruction is performed through a combination of theory and hands-on training.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Curriculum (43 Credit Hours)

IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 2750	Human Machine Interface	4
IDSY 1230	Industrial Instrumentation	4
IDSY 2850	Industrial Graphical Communication	4
ICET 2040	Fundamentals of Pressure, Temperature, Flow, and Level	5
IDSY 2800	Advanced Process Control	4
IDSY 2830	Networking Industrial Equipment	4

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will subsitute for both IDSY 1101 and IDSY 1105 together.

Total Credit Hours: 51 Minimum Credit Hours for Graduation

PRECISION MACHINING AND MANUFACTURING (MTT2) DIPLOMA

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Bart Jenkins
- Whitfield Murray Campus   Advisor: Phil   Shirley

Program Description:

The Precision Machining and Manufacturing program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining and Manufacturing diploma and have the qualifications of a machine tool technician.

Entrance Dates:

 Fall and Spring Semester (Pre-Occupational Courses Any Semester)

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (40 Credit Hours)

AMCA 2110	CNC Fundamentals	4
MCHT 1013	Machine Tool Math	3
	OR	
MATH 1013	Algebraic Concepts	3
	AND	
MATH 1015	Geometry and Trigonometry	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1020	Heat Treatment and Surface Grinding	4
	OR	
MCHT 1015	Surface Grinder Operations	2
	AND	
MCHT 1017	Characteristics of Metals/Heat Treatment I	3
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
XXXX xxxx	Occupational Electives (See Advisor for Approved List)	6

Total Credit Hours: 48 Minimum Credit Hours for Graduation

WELDING AND JOINING TECHNOLOGY (WAJ2) DIPLOMA

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Clint Chadwick
- Walker County Campus   Advisor: Jeremiah Cooper
- Whitfield Murray Campus   Advisor: Wayne Henderson

Program Video

Program Description:

The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowl-edge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

Entrance Requirements:

Entrance Dates: Fall and Spring Semester (Pre-Occupational Courses Any Semester)
Age: Minimum of 16 years of age

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (46 Credit Hours)

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1030	Blueprint Reading for Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 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	4
XXXX xxxx	Occupational Electives	6

Total Credit Hours: 54 Minimum Credit Hours for Graduation

ADVANCED PLC AND HMI TECHNICIAN II (AP31) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Wesley Runyon or Eric Arreguin

Program Description:

The Advanced PLC and HMI Technician II Technical Certificate of Credit continues the technical training provided in the Technician I program. Instruction is provided in advanced process control, equipment networking, and industrial graphic communications.

Entrance Requirements:

Age: Minimum of 19 years of age

Entrance Dates: Fall Semester

Required Courses (12 Credit Hours)

IDSY 2800	Advanced Process Control	4
IDSY 2830	Networking Industrial Equipment	4
IDSY 2850	Industrial Graphical Communication	4

Total Credit Hours: 12 Minimum Credit Hours for Graduation

ADVANCED SHIELDED METAL ARC WELDER (OSM1) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Clint Chadwick
- Walker County Campus   Advisor: Jeremiah Cooper
- Whitfield Murray Campus   Advisor: Wayne   Henderson

Program Video

Program Description:

The Advanced Shielded Metal Arc Welder Technical Certificate of Credit is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Entrance Date: Fall Semester

Entrance Requirements:

Must have completed the Basic Shielded Metal Arc Welder (FS31) Certificate prior to admission to the program.

High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (12 Credit Hours)

WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4

Total Credit Hours: 12 Minimum Credit Hours for Graduation

AIR CONDITIONING ELECTRICAL TECHNICIAN (ACK1) CERTIFICATE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Chad Wheat
- Walker County Campus Advisor: Jason   Brown

Program Description:

The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (12 Credit Hours)

AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4

Total Credit Hours: 12 Minimum Credit Hours for Graduation

AIR CONDITIONING SYSTEM MAINTENANCE TECHNICIAN (AZ21) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Chad Wheat
- Walker County Campus Advisor: Jason   Brown

Program Description:

The Air Conditioning System Maintenance Technician certificate program is a series of courses designed to prepare students for entry level positions in the HVACR industry. Topics include refrigeration fundamentals, refrigeration principles and practices, electrical fundamentals, and industrial safety procedures.

Required Courses (12 Credit Hours)

AIRC 1005   Refrigeration Fundamentals   4
AIRC 1010   Refrigeration Principles and Practices   4
AIRC 1030   HVACR Electrical Fundamentals   4

Total Credit Hours: 12 Minimum Credit Hours for Graduation

AIR CONDITIONING TECHNICIAN ASSISTANT (AZ31) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Chad Wheat
- Walker County Campus Advisor: Jason   Brown

Program Description:

The Air Conditioning Technician Assistant TCC is a series of courses that prepares students to hold positions as air conditioning technician assistants.

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (12 Credit Hours)

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4

Total Credit Hours: 12 Minimum Credit Hours for Graduation

AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST (ASG1) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Pete Lute
- Walker County Campus Advisor: Troy   Peco

Program Video

Program Description:

The Automotive Suspension and Steering Technician certificate program provides students with the skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

Entrance Date:

Fall and Spring Semester

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (17 Credit Hours)

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems OR	7
AUTT 1021	Automotive Electrical Systems I AND	4
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4

Total Credit Hours: 17 Minimum Credit Hours for Graduation

AUTOMOTIVE CLIMATE CONTROL TECHNICIAN (AH21) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Pete Lute
- Walker County Campus   Advisor: Troy   Peco

Program Video

Program Description:

The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry level climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

Entrance Date:

Fall and Spring Semester

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (14 Credit Hours)

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems OR	7
AUTT 1021	Automotive Electrical Systems I AND	4
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1060	Automotive Climate Control Systems	5

Total Credit Hours: 14 Minimum Credit Hours for Graduation

AUTOMOTIVE COLLISION MECHANICAL\ELECTRICAL HELPER (AH71) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Steven   Abrams

Program Video

Program Description:

The Automotive Collision Mechanical and Electrical Helper TCC is a sequence of courses designed to prepare students for pursuing a helper position in the automotive collision repair profession. The program covers work shop safety, organization and flow as well as basic auto body component removal and replacement procedures and automotive mechanical and electrical system components.

Entrance Dates:

Fall Semester

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (17 Credit Hours)

ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1017	Mechanical and Electrical Systems I	4
ACRP 1019	Mechanical and Electrical Systems II	5

Total Credit Hours: 17 Minimum Credit Hours for Graduation

AUTOMOTIVE COLLISION REPAIR ASSISTANT I (AB51) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Steven   Abrams

Program Video

Program Description:

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

Entrance Dates:

Fall Semester

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (12 Credit Hours)

ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1015	Fundamentals of Automotive Welding	4

Total Credit Hours: 12 Minimum Credit Hours for Graduation

AUTO ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN (AE41) CERTIFICATE

Campus Availability and Availability:

- Floyd County Campus   Advisor: Pete Lute
- Walker County Campus   Advisor: Troy   Peco

Program Video

Program Description:

This program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic systems as an entry-level automotive technician. Topics include automotive batteries, starting systems, charging systems, instrumentation, lighting, and accessories.

Entrance Date:

Fall and Spring Semester

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (9 Credit Hours)

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3

Total Credit Hours: 9 Minimum Credit Hours for Graduation

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN (AE51) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Pete Lute
- Walker County Campus   Advisor: Troy   Peco

Program Video

Program Description:

This program introduces students to the knowledge and skills they will need as entry-level engine performance technicians. Topics covered include theory, diagnosis, service, and repair of fuel systems, ignition systems, emission systems, and electronic engine controls.

Entrance Date:

Fall and Spring Semester

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (16 Credit Hours)

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 1040	Automotive Engine Performance	7
	OR	
AUTT 1041	Automotive Engine Performance I	3
	AND	
AUTT 1042	Automotive Engine Performance II	4

Total Credit Hours: 16 Minimum Credit Hours for Graduation

AUTOMOTIVE ENGINE REPAIR TECHNICIAN (AE61) CERTIFICATE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Pete Lute
- Walker County Campus Advisor: Troy   Peco

Program Video

Program Description:

The Automotive Engine Repair Technician certificate provides the student with entry-level skills that include basic shop safety, engine principles of operation, basic engine diagnosis, and basic engine repair. Upon satisfactory completion of this program's curriculum, the student will receive an Automotive Engine Repair Technician certificate.

Entrance Date:

Fall and Spring Semester

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (15 Credit Hours)

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 2010	Automotive Engine Repair	6
	OR	
AUTT 2011	Automotive Engine Repair I	3
	AND	
AUTT 2012	Automotive Engine Repair II	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

AUTOMOTIVE REFINISHING ASSISTANT I (ARA1) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Steven   Abrams

Program Video

Program Description:

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

Entrance Date:

Fall Semester

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (13 Credit Hours)

ACRP 1000	Introduction to Auto Collision Repair	4
ACRP 1005	Automobile Component Repair and Replacement	4
ACRP 1010	Foundations of Collision Repair	5

Total Credit Hours: 13 Minimum Credit Hours for Graduation

AUTOMOTIVE REFINISHING ASSISTANT II (AP71) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Steven   Abrams

Program Video

Program Description:

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

Entrance Date:

Fall Semester

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (10 Credit Hours)

ACRP 2001	Introduction to Auto Painting and Refinishing	5
ACRP 2002	Painting and Refinishing Techniques	5

Total Credit Hours: 10 Minimum Credit Hours for Graduation

AUTOMOTIVE TRANSMISSION/TRANSAXLE TECH SPECIALIST (AA71) CERTIFICATE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Pete Lute
- Walker County Campus Advisor: Troy   Peco

Program Video

Program Description:

The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

Entrance Date:

Fall and Spring Semester

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (18 Credit Hours)

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
	OR	
AUTT 1021	Automotive Electrical Systems I	4
	AND	
AUTT 1022	Automotive Electrical Systems II	3
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

Total Credit Hours: 18 Minimum Credit Hours for Graduation

AVIATION MAINTENANCE TECHNICIAN (AM24) CERTIFICATE

Location and Advisement:

- GNTC Aviation Training Center at Richard B. Russell Regional Airport/J.H. Towers Field
- Advisors: Jon Byrd, Mathew Corvey, and Eric Nelson

Program Video

Program Description:

The Aviation Maintenance Technician program courses prepare students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft maintenance theory and aircraft maintenance application. This program meets the academic requirement for the FAA Airframe and Powerplant certification.

The Aviation Maintenance Technology program ('AVMT' Courses only) are regulated and certificated by the Federal Aviation Administration.

Entrance Date:

Fall Semester

Occupational Curriculum (79 Credit Hours)

AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5
AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2
AVMT 2010	Aircraft Airframe Structures	2
	OR	
AVMT 2011	Aircraft Wood Structures, Coverings and Finishes	1
AVMT 2020	Airframe Sheet Metal	2
AVMT 2025	Airframe Non-Metallic Structures	2
AVMT 2030	Airframe Welding	1
AVMT 2040	Airframe Assembly and Rigging	2
AVMT 2050	Airframe Inspection	4
AVMT 2060	Aircraft Hydraulic and Pneumatic Systems	2
AVMT 2070	Aircraft Landing Gear Systems	3
AVMT 2080	Aircraft Environmental Control Systems	3
AVMT 2085	Aircraft Fuel and Instrument Systems	3
AVMT 2090	Aircraft Electrical Systems	4
AVMT 2095	Aircraft Communication and Navigation Systems	2
AVMT 2210	Reciprocating Engine Powerplants I	3
AVMT 2220	Reciprocating Engine Powerplants II	4
AVMT 2230	Gas Turbine Powerplants I	3
AVMT 2240	Gas Turbine Powerplants II	3
AVMT 2260	Aircraft Engine Fuel and Fuel Metering Systems	4

AVMT 2270	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275	Powerplant Ignition and Starting Systems	4
AVMT 2280	Aircraft Powerplant Accessory Systems	3
AVMT 2285	Aircraft Propeller Systems	3

Total Credit Hours: 79 Minimum Credit Hours for Graduation

AVIATION MAINTENANCE TECHNICIAN-AIRFRAME (AMT1) CERTIFICATE

Location and Advisement:
- GNTC Aviation Training Center at Richard B. Russell Regional Airport/J.H. Towers Field
- Advisors: Jon Byrd, Mathew Corvey, and Eric Nelson

Program Video

Program Description:

The Aviation Maintenance Technician-Airframe program courses prepare students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft maintenance theory and practical application. This program meets the FAA academic requirements for Mechanic-Airframe certification.

The Aviation Maintenance Technology program ('AVMT' Courses only) are regulated and certificated by the Federal Aviation Administration.

Entrance Date:

Fall Semester

Required Courses (49 Credit Hours)

AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5
AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2
AVMT 2010	Aircraft Airframe Structures	2
	OR	
AVMT 2011	Aircraft Wood Structures, Coverings and Finishes	1
AVMT 2020	Airframe Sheet Metal	2
AVMT 2025	Airframe Non-Metallic Structures	2
AVMT 2030	Airframe Welding	1
AVMT 2040	Airframe Assembly and Rigging	2
AVMT 2050	Airframe Inspection	4
AVMT 2060	Aircraft Hydraulic and Pneumatic Systems	2
AVMT 2070	Aircraft Landing Gear Systems	3
AVMT 2080	Aircraft Environmental Control Systems	3
AVMT 2085	Aircraft Fuel and Instrument Systems	3
AVMT 2090	Aircraft Electrical Systems	4
AVMT 2095	Aircraft Communication and Navigation Systems	2

Total Credit Hours: 49 Minimum Credit Hours for Graduation

AVIATION MAINTENANCE TECHNICIAN-POWER PLANT (AM61) CERTIFICATE

Location and Advisement:
- GNTC Aviation Training Center at Richard B. Russell Regional Airport/J.H. Towers Field
- Advisors: Jon Byrd, Mathew Corvey, and Eric Nelson

Program Video

Program Description:

The Aviation Maintenance Technician-Powerplant program prepares students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft powerplant maintenance theory and practical application. This program meets the FAA academic requirements for Mechanic-Powerplant certification.

The Aviation Maintenance Technology program ('AVMT' Courses only) are regulated and certificated by the Federal Aviation Administration.

Entrance Date:

Fall Semester

Required Courses (50 Credit Hours)

AVMT 1000	Aviation Mathematics	2
AVMT 1010	Aircraft Maintenance Regulations	2
AVMT 1020	Aircraft Applied Sciences I	5
AVMT 1025	Aircraft Applied Sciences II	4
AVMT 1030	Aircraft Electricity and Electronics	5
AVMT 1210	Aviation Physics	2
AVMT 2210	Reciprocating Engine Powerplants I	3
AVMT 2220	Reciprocating Engine Powerplants II	4
AVMT 2230	Gas Turbine Powerplants I	3
AVMT 2240	Gas Turbine Powerplants II	3
AVMT 2260	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2270	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2275	Powerplant Ignition and Starting Systems	4
AVMT 2280	Aircraft Powerplant Accessory Systems	3
AVMT 2285	Aircraft Propeller Systems	3

Total Credit Hours: 50 Minimum Credit Hours for Graduation

BASIC MACHINIST (BM31) CERTIFICATE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Bart Jenkins
- Whitfield Murray Campus   Advisor: Phil   Shirley

Program Video

Program Description:

The Basic Machinist certificate program prepares students for a machine tool operator position with a machine shop or machine tool establishment. Topics include foundations of mathematics, an introduction to machine tool technology, and blueprint reading for machine tool applications.

Entrance Date:

Fall Semester

Required Courses (10 Credit Hours)

MATH 1012	Foundations of Mathematics	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3

Total Credit Hours: 10 Minimum Credit Hours for Graduation

BASIC MECHATRONICS SPECIALIST (MS41) CERTIFICATE

Campus Availability:

- *Floyd County Campus*   *Advisor: Wesley Runyon or Eric Arreguin*
- *Catoosa County Campus*   *Advisor: Matthew Sosebee*

Program Description:

This program provides students with the necessary skills and understanding to perform installation, diagnostic and repair to mechatronic systems and automated equipment. The program focuses on Motor Controls and Programmable Logic Controllers.

Entrance Date:

Fall Semester

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (9 Credit Hours)

AUMF 1120	Programmable Controllers	5
IDSY 1110	Industrial Motor Controls I	4

Total Credit Hours: 9 Minimum Credit Hours for Graduation

BASIC SHIELDED METAL ARC WELDER (FS31) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Clint Chadwick
- Walker County Campus   Advisor: Jeremiah Cooper
- Whitfield Murray Campus   Advisor: Wayne   Henderson

Program Video

Program Description:

The Basic Shielded Metal Arc Welder Technical Certificate of credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

Entrance Date: Fall Semester

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (12 Credit Hours)

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4

Total Credit Hours: 12 Minimum Credit Hours for Graduation

CAD OPERATOR MECHANICAL (CP61) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus   Advisor: Cory   Allen

Program Description:

All of the courses in the CAD Operator - Mechanical TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program provides students with the opportunity to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software.

Entrance Date:

Fall Semester

Required Courses (11 Credit Hours)

DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1109	Auxiliary Views/Surface Development	4
XXXX xxxx	Occupational Related Elective	3

Total Credit Hours: 11 Minimum Credit Hours for Graduation

CHEMICAL LABORATORY TECHNICIAN ASSISTANT I (CL41) CERTIFICATE

Campus Availability and Advisement:

- Whitfield Murray Campus   Advisor: Janice Hudson-Huff

Program Description:

The Chemical Laboratory Technician Assistant I certificate program is designed to provide students with the introductory knowledge and skills beneficial to assisting chemical laboratory technicians by performing supervised laboratory activities. Students in this program apply safety procedures, build documentation skills, and collaborate with team members and supervisors as they expand their knowledge base in the field of chemistry. Students also gain hands-on experience in the areas of: scientific measurement, proper set-up and maintenance of chemical analysis instrumentation and equipment, preparation of laboratory materials, and performing basic data analysis. Graduates of the program receive a Technical Certificate of Credit in Chemical Laboratory Technician Assistant I.

Required Courses (10 Credit Hours)

CHET 1100	Introduction to Chemical Technology	4
CHET 2110	Chemical Separations and Analysis	4
CHET 2130	Chemical Lab Calculations	2

Total Credit Hours: 10 Minimum Credit Hours for Graduation

CHEMICAL PROCESS CONTROL TECHNICIAN ASSISTANT I (CR71) CERTIFICATE

Campus Availability and Advisement:

- Whitfield Murray Campus   Advisor: Janice Hudson-Huff

Program Description:

The Chemical Process Control Technician Assistant I certificate program is designed to provide students with the introductory knowledge and skills beneficial to assisting chemical process operators by performing supervised chemical manufacturing activities. Students in this program apply safety procedures, build documentation skills, and collaborate with team members and supervisors as they expand their knowledge base in the field of chemistry. Students also gain hands-on experience in the areas of: maintenance of chemical process equipment and instrumentation. Graduates of the program receive a Technical Certificate of Credit in Chemical Process Control Technician Assistant I.

Required Courses (10 Credit Hours)

CHET 1100	Introduction to Chemical Technology	4
CHET 1200	Chemical Methods and Functions	4
CHET 2130	Chemical Lab Calculations	2

Total Credit Hours: 10 Minimum Credit Hours for Graduation

CHEMICAL TECHNOLOGY LABORATORY TECHNICIAN (CT51) CERTIFICATE

Campus Availability and Advisement:

- Whitfield Murray Campus   Advisor: Janice Hudson-Huff

Program Description:

The Chemical Technology Laboratory Technician certificate program is designed to provide students with knowledge and skills beneficial to the pursuit and advancement of a career in various aspects of chemical production, research, and development. Students in this program apply safety procedures, build documentation skills, and collaborate as they expand their knowledge base in the field of chemistry. Students also gain experience in the areas of: chemical measurement and instrumentation, process technology, and basic data analysis. Graduates of the program receive a Technical Certificate of Credit in Chemical Technology Laboratory Technician.

Required Courses (29 Credit Hours)

MATH 1111	College Algebra	3
CHET 1100	Introduction to Chemical Technology	4
CHET 2100	Industrial Chemistry I	4
CHET 2130	Chemical Lab Calculations	2
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHET 1200	Chemical Methods and Functions	4
CHET 2110	Chemical Separations and Analysis	4
CHET 2120	Analytical Chemistry I	4

Total Credit Hours: 29 Minimum Credit Hours for Graduation

CNC SPECIALIST (CS51) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Bart Jenkins
- Whitfield Murray Campus   Advisor: Philip Shirley

Program Description:

The CNC Specialist Certificate of Credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC Fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

Entrance Date:

Fall Semester

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (22 Credit Hours)

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual Programming	5
AMCA 2170	CNC Practical Applications	4
AMCA 2190	CAD/CAM Programming	4

Total Credit Hours: 22 Minimum Credit Hours for Graduation

COMMERCIAL TRUCK DRIVING (CT61) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus Advisor: Robert Browder

Program Video

Program Description:

The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

Length of Program:

8-15 weeks depending on class. Call the Admissions Office for specific information.

Entrance Requirements:

Age: Minimum of 21 years of age. (18-20 year olds may take the program, however, they can only drive in Georgia.)

Education: High school diploma or GED® is not required to enter or graduate from the program.

Assessment Results: Applicants must make minimum scores in reading, writing, and math on the Admissions Placement Test (ACCUPLACER) or one of the approved entrance tests (SAT or ACT) to be admitted as regular students. Acceptable math and English courses may be used in lieu of an entrance exam for transfer students.

Entrance Dates: Scheduled Start Dates

Other: (1) Obtain a valid DOT physical by a certified physician/medical center; (2) Secure a Commercial Driving License Learner's Permit from the Department of Drivers Services of your state of residence; (3) Obtain a Motor Vehicle Report (MVR) from the Department of Drivers Services from your state of residence indicating no DUI within the last seven years and not more than four violation points within the last three years. The MVR must be dated within 30 days of class begin date; (4) Pass a DOT drug test dated within 30 days of class begin date from a physician/medical center.

Students will be subject to random drug tests during the course with selection made by neutral criteria so that all students have an equal chance of being tested.

NOTE: Student drug screen reports (results) will be maintained in the Assistant Dean's office and remain confidential and will only be disclosed to potential employers with written consent of the student or as permitted by the federal regulations.

Approximate Program Cost:

$1,188 tuition plus any required college fees, books and materials. Also required are fees for DOT drug screening, DOT physical, CDL road test, MVR report, fuel surcharge, and AP Learner's Permit. (*)

*(Approximate program cost: $1,300-$1,400, if HOPE eligible.)

Required Courses (9 Credit Hours)

CTDL 1010	Fundamentals of Commercial Driving	3
CTDL 1020	Combination Vehicle Basic Operation and	2

Range Work

CTDL 1030   Combination Vehicle Advanced Operations   4

Total Credit Hours: 9 Minimum Credit Hours for Graduation

COMMERCIAL WIRING (CW31) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Scottie   Carter

Program Description:

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

Entrance Date:

Fall Semester

Education Requirements: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (18 Credit Hours)

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
IDFC 1007	Industrial Safety Procedures	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for both IDSY 1101 and IDSY 1105 together

Total Credit Hours: 18 Minimum Credit Hours for Graduation

CONSTRUCTION MANAGEMENT APPRENTICE (CM71) CERTIFICATE

Campus Availability and Advisement:

- Gordon County Campus   Advisor: Donny   Holmes

Program Video

Program Description:

The Construction Management Apprentice program offers instruction in the fundamentals of construction and management of construction projects. Topics include instruction in basic construction knowledge and skills, construction drafting, costs and materials estimating, inspection practices, and print reading.

Entrance Date:

Fall Semester

Required Courses (19 Credit Hours)

COFC 1080	Construction Trades Core	4
	OR	
COFC 1011	Overview of Building Construction Practices and Materials	3
	AND	
COFC 1020	Professional Tool Use and Safety	3
COFC 1050	Construction Print Reading Fundamentals	3
CARP 1070	Site Layout Footings and Foundations	3
CMTT 2010	Residential Estimating Review	3
CMTT 2020	Construction Drafting I	3
CMTT 2050	Residential Code Review	3

Total Credit Hours: 19 Minimum Credit Hours for Graduation

CONSTRUCTION MANAGER (CM81) CERTIFICATE

Campus Availability and Advisement:

- Gordon County Campus Advisor: Donny Holmes
- *This program is also available 100% online.*

Program Video

Program Description:

The Construction Manager Technical Certificate of Credit prepares students for entry-level Construction Management supervisory positions. Topics include principles of accounting, estimating review, construction drafting, codes review, computerized scheduling, and construction contracting.

Entrance Date:

Fall Semester

Required Courses (15 Credit Hours)

CMTT 2010	Residential Estimating Review	3
CMTT 2050	Residential Code Review	3
CMTT 2130	Computerized Construction Scheduling	3
CMTT 2020	Construction Drafting I	3
	OR	
DFTG 1101	CAD Fundamentals	4
ACCT 2140	Legal Environment of Business	3
	OR	
CMTT 2170	Construction Contracting	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

DIE MAINTENANCE TECHNICIAN (DMT1) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Bart Jenkins

Program Description:

The Die Maintenance Technician Certificate is a sequence of courses that prepares students for careers in the die stamping field. Learning opportunities develop professional knowledge and technical skills required for job acquisition. The program emphasizes a combination of machine tool theory and practical application that apply to the tool and die field necessary for successful employment. Program graduates will receive a Die Maintenance Technician Certificate and have qualifications as an entry level die maintenance technician.

Required Courses (36 Credit Hours)

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1119	Lathe Operations I	4
WELD 1000	Introduction to Welding Technology	4
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1120	Mill Operations I	4
WELD 1110	Gas Tungsten Arc Welding	4
MCHT 1310	Presswork/Die Maintenance	5
IDSY 1190	Fluid Power Systems	4

Total Credit Hours: 36 Minimum Credit Hours for Graduation

DIESEL ENGINE SERVICE TECHNICIAN (DE21) CERTIFICATE

Campus Availability and Advisement:

- Whitfield Murray Campus   Advisor: Salvador Arreguin

Program Description:

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

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (16 Credit Hours)

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
	OR	
DIET 1011	Diesel Electrical and Electronic Systems I	4
	AND	
DIET 1012	Diesel Electrical and Electronic Systems II	3
DIET 1030	Diesel Engines	6
	OR	
DIET 1031	Diesel Engine Repair	3
	AND	
DIET 1032	Diesel Engine Support Systems	3

Total Credit Hours: 16 Minimum Credit Hours for Graduation

DIESEL TRUCK MAINTENANCE TECHNICIAN (DTM1) CERTIFICATE

Campus Availability and Advisement:
- Whitfield Murray Campus   Advisor: Salvador Arreguin

Program Description:

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

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (23 Credit Hours)

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems OR	7
DIET 1011	Diesel Electrical and Electronic Systems I AND	4
DIET 1012	Diesel Electrical and Electronic Systems II	3
DIET 1020	Preventive Maintenance	5
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drivetrains	4

Total Credit Hours: 23 Minimum Credit Hours for Graduation

DRAFTER'S ASSISTANT (DA31) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus Advisor: Cory Allen

Program Description:

The Drafter's Assistant TCC endows students with the prospect to begin on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software.

Entrance Date:

Fall Semester

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (11 Credit Hours)

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
XXXX xxxx	Occupational Elective	3

Total Credit Hours: 11 Minimum Credit Hours for Graduation

ELECTRICAL CONTRACTING TECHNICIAN (ECL1) CERTIFICATE

Campus Availability and Advisement:

- Gordon County Campus   Advisor: Scott Carter

Program Description:

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

Required Courses (26 Credit Hours)

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for both IDSY 1101 and IDSY 1105 together

Total Credit Hours: 26 Minimum Credit Hours for Graduation

ELECTRICAL MAINTENANCE TECHNICIAN (EM81) CERTIFICATE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Wesley Runyon or Austin Patrick
- Catoosa County Campus   Advisor: Matthew Sosebee
- Whitfield Murray Campus   Advisor: Scottie   Spears

Program Description:

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

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (18 Credit Hours)

IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1130	Industrial Wiring	4

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for both IDSY 1101 and IDSY 1105 together

Total Credit Hours: 18 Minimum Credit Hours for Graduation

ELECTRICAL TECHNICIAN (ET51) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Scottie Carter

Program Description:

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

Entrance Date:

Fall Semester

Required Courses (19 Credit Hours)

MATH 1012	Foundations of Mathematics	3
IDFC 1007	Industrial Safety Procedures	2
ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for both IDSY 1101 and IDSY 1105 together

Total Credit Hours: 19 Minimum Credit Hours for Graduation

ENVIRONMENTAL HORTICULTURE TECHNICIAN (EH11) CERTIFICATE

Campus Availability and Advisement:

* Floyd County Campus Advisor: David Warren

Program Description

The Environmental Horticulture Technician technical certificate of credit prepares students to engage in the propagation, growing and marketing of plants for use in the home, business or the landscape greenhouse and nursery operations. The program provides a solid foundation of plant knowledge and nursery, garden center skills to equip students to work effectively in nurseries, retail garden centers, and entrepreneurial enterprises. The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings.

Required Courses (18 Credit Hours)

HORT 1000	Horticulture Science	3
HORT 1050	Nursery Production and Management	4
HORT 1070	Landscape Installation	4
HORT 1080	Pest Management	3
HORT 1310	Irrigation and Water Management	4

Total Credit Hours: 18 Minimum Credit Hours for Graduation

FLOORING PRODUCTION OPERATOR (FPO1) CERTIFICATE

Campus Availability and Advisement:

- Whitfield Murray Campus   Advisor: Dustin   Tate

Program Description:

The Flooring Production Operator Technical Certificate of Credit provides training in the operation of industrial equipment used in flooring manufacturing. This introductory program gives an overview of the flooring industry and prepares students for employment in a variety of positions within the flooring industry. Learning opportunities in this course introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Topics include: general math skills, knowledge of the flooring industry, safety in industrial environments to include machine safety, and operation of Extrusion, Twisting/Cabling, and Tufting machines.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (14 Credit Hours)

AMFT 1000	World Class Manufacturing	2
AMFT 1200	General Industrial Math	2
AMFT 1500	Industrial Safety and OSHA Procedures	2
FLPD 1000	Introduction to the Flooring Industry	3
FLPD 1010	Flooring Production Operator	5

Total Credit Hours: 14 Minimum Credit Hours for Graduation

FLOORING PRODUCTION TECHNICIAN (FP51) CERTIFICATE

Campus Availability and Advisement:

- Whitfield Murray Campus   Advisor: Dustin   Tate

Program Description:

The Flooring Production Technician Technical Certificate of Credit provides training in the basic maintenance and set-up of industrial production machinery used in flooring manufacturing. Basic skills provide for opportunities to upgrade or for entry level employment in the industry industry. Topics include set-up, operation, and basic maintenance on Extrusion, Twisting/Cabling, and Tufting machines.

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (17 Credit Hours)

AMFT 1000	World Class Manufacturing	2
AMFT 1200	General Industrial Math	2
AMFT 1500	Industrial Safety and OSHA Procedures	2
FLPD 1000	Introduction to the Flooring Industry	3
FLPD 1010	Flooring Production Operator	5
FLPD 1020	Flooring Production Technician	3

Total Credit Hours: 17 Minimum Credit Hours for Graduation

FLUX CORED ARC WELDER (FC61) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus　　　　　　　Advisor: Clint Chadwick
- Walker County Campus　　　　Advisor: Jeremiah Cooper
- Whitfield Murray Campus　　　　　Advisor: Wayne　　　　　　　　Henderson

Program Video

Program Description:

The Flux Cored Arc Welder Technical Certificate of Credit introduces students to and provides instruction in flux cored arc welding practices. Topics include an introduction to the welding industry, oxyfuel cutting techniques, and flux cored arc welding practices.

Entrance Date:

Fall Semester

Required Courses (15 Credit Hours)

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1153	Flux Cored Arc Welding	4
XXXX xxxx	Occupational Elective	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

GAS METAL ARC WELDER (GM31) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Clint Chadwick
- Walker County Campus   Advisor: Jeremiah Cooper
- Whitfield Murray Campus   Advisor: Wayne   Henderson

Program Video

Program Description:

The Gas Metal Arc Welder Technical Certificate of Credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (15 Credit Hours)

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1090	Gas Metal Arc Welding	4
XXXX xxxx	Occupational Elective	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

GAS TUNGSTEN ARC WELDER (GTA1) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus   Advisor: Clint Chadwick
- Whitfield Murray Campus   Advisor: Wayne   Henderson

Program Video

Program Description:

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

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (15 Credit Hours)

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1110	Gas Tungsten Arc Welding	4
XXXX xxxx	Occupational Elective	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

GREEN BUILDING TECHNICIAN (GB11) CERTIFICATE

Campus Availability and Advisement:

- Gordon County Campus   Advisor: Donny   Holmes

Program Video

Program Description:

The Green Building Technician program introduces students to the tenets and practices behind the sustainable construction movement. Students are introduced to the methods and philosophies behind green building, energy efficient mechanical systems, energy measures and monitoring, as well as green building construction techniques.

Entrance Date:

Any Semester

Required Courses (16 Credit Hours)

GRBT 1001	Introduction to Green Building	4
GRBT 1003	Energy Measures and Efficiency	4
GRBT 1004	Energy Efficient Mechanical Systems	4
GRBT 1005	Green Building Construction Techniques	4

Total Credit Hours: 16 Minimum Credit Hours for Graduation

IEC ELECTRICAL APPRENTICESHIP (IE11) CERTIFICATE

Campus Availability and Advisement:

- Gordon County Campus   Advisor: Scottie   Carter

Program Description:

The IEC Electrical Apprentice TCC Program is designed to supply classroom instruction in the theories of electrical science. This instruction will serve as a complement to the hands-on electrical apprenticeship training and guidance students are receiving on-the-job with a qualified journeyman.

Required Courses (24 Credit Hours)

ELTR 1017	IEC Journeyman Electrical Apprenticeship 1-1	3
ELTR 1027	IEC Journeyman Electrical Apprenticeship 1-2	3
ELTR 1037	IEC Journeyman Electrical Apprenticeship 2-1	3
ELTR 1047	IEC Journeyman Electrical Apprenticeship 2-2	3
ELTR 1057	IEC Journeyman Electrical Apprenticeship 3-1	3
ELTR 1067	IEC Journeyman Electrical Apprenticeship 3-2	3
ELTR 1077	IEC Journeyman Electrical Apprenticeship 4-1	3
ELTR 1087	IEC Journeyman Electrical Apprenticeship 4-2	3

Total Credit Hours: 24 Minimum Credit Hours for Graduation

INDUSTRIAL ELECTRICAL CONTROLS (IE31) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Wesley Runyon or Eric Arreguin

Program Description:

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

Entrance Date:

Fall Semester

Required Courses (16 Credit Hours)

MATH 1012	Foundations of Mathematics	3
IDFC 1007	Industrial Safety Procedures	2
ELTR 1180	Electrical Controls	4
ELTR 1220	Industrial PLC's	4

Choose one from the following three:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for IDSY 1105.

Total Credit Hours: 16 Minimum Credit Hours for Graduation

INDUSTRIAL ELECTRICIAN (IE41) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Matthew Sosebee
- Floyd County Campus   Advisor: Wesley Runyon or Eric Arreguin
- Whitfield Murray Campus   Advisor: Scottie Spears

Program Description:

The Industrial Electrician Technical Certificate of Credit prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (10 Credit Hours)

IDSY 1130	Industrial Wiring	4

Choose one from the following two:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one from the following three:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for both IDSY 1101 and IDSY 1105 together

Total Credit Hours: 10 Minimum Credit Hours for Graduation

INDUSTRIAL FLUID POWER TECHNICIAN (IF11) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus　　　　Advisor: Wesley Runyon or Eric Arreguin
- Floyd County Campus　　　　　Advisor: Wesley Runyon or Eric Arreguin

Program Description:

The Industrial Fluid Power Technician Technical Certificate program prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (11 Credit Hours)

IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3

Total Credit Hours: 11 Minimum Credit Hours for Graduation

INDUSTRIAL MOTOR CONTROL TECHNICIAN (IM41) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Matthew Sosebee
- Floyd County Campus   Advisor: Wesley   Runyon or Eric   Arreguin

Program Description:

The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (12 Credit Hours)

IDSY 1110	Industrial Motor Controls I	4
IDSY 1130	Industrial Wiring	4
IDSY 1210	Industrial Motor Controls II	4

Total Credit Hours: 12 Minimum Credit Hours for Graduation

INDUSTRIAL SYSTEMS FUNDAMENTALS (IS61) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Matthew Sosebee
- Floyd County Campus   Advisor: Wesley Runyon or Eric Arreguin

Program Description:

The Industrial Systems Fundamentals Technical Certificate of Credit is an introductory program preparing students for employment in a variety of positions in industrial systems production equipment maintenance. Basic skills provide for opportunities to upgrade or for entry level employment.

Entrance Date:

Fall Semester

Required Courses (14 Credit Hours)

MATH 1012	Foundations of Mathematics	3
	OR	
MATH 1013	Algebraic Concepts	3
IDFC 1007	Industrial Safety Procedures	2
XXXX xxxx	Occupational Elective	3

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Total Credit Hours: 14 Minimum Credit Hours for Graduation

INSTRUMENTATION AND CONTROLS TECHNICIAN I (IA31) CERTIFICATE

Campus Availability and Advisement:

- Catoosa Campus   Advisor: Cody Brewer
- Floyd County Campus   Advisor: Dick Tanner

Program Video

Program Description:

The Instrumentation and Controls Technician I certificate provides additional educational opportunities for plant personnel or other experienced individuals who need further training in the area of instrumentation and control maintenance functions such as troubleshooting, repair, and installation of instruments, control devices, and electronic equipment. Instruction is performed through a combination of theory and hands-on training.

Entrance Date:

Fall Semester

Required Courses (22 Credit Hours)

IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1230	Industrial Instrumentation	4

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will subsitute for both IDSY 1101 and IDSY 1105 together.

Total Credit Hours: 22 Minimum Credit Hours for Graduation

INSTRUMENTATION AND CONTROLS TECHNICIAN II (IA41) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Dick Tanner

Program Video

Program Description:

The Instrumentation and Controls Technician II certificate builds on the curriculum completed from the Instrumentation and Controls Technician I certificate.

Entrance Date:

Fall Semester

Required Courses (30 Credit Hours)

IDSY 2750	Human Machine Interface	4
IDSY 2800	Advanced Process Control	4
ICET 2080	Final Control Elements	4
IDSY 2830	Networking Industrial Equipment	4
ICET 2040	Fundamentals of Pressure, Temperature, Flow, and Level	5
IDSY 2850	Industrial Graphical Communication	4
ICET 2060	Instrumentation Maintenance and Calibration	5

Total Credit Hours: 30 Minimum Credit Hours for Graduation

LANDSCAPE SPECIALIST (LS11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: David Warren

Program Description

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

Required Courses (17 Credit Hours)

HORT 1000	Horticulture Science	3
HORT 1010	Woody Ornamental Plant Identification	3
HORT 1070	Landscape Installation	4
HORT 1080	Pest Management	3
HORT 1120	Landscape Management	4

Total Credit Hours: 17 Minimum Credit Hours for Graduation

LATHE OPERATOR (LP11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Bart Jenkins
- Whitfield Murray Campus   Advisor: Phil   Shirley

<u>Program Description:</u>

The Lathe Operator certificate prepares the student to use lathes, lathe setup, and lathe tool grinding. Upon completion, the student will be able to cut threads, bore a hole to precise measurements, and cut tapers.

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

<u>Required Courses (15 Credit Hours)</u>

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4

Total Credit Hours: 15 Minimum Credit Hours for Graduation

LAWN MAINTENANCE SPECIALIST (LM11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: David   Warren

Program Description:

The Lawn Maintenance Specialist technical certificate of credit program is a sequence of courses that prepares students for entry-level work as a lawn maintenance specialist. Topics include: horticulture construction, landscape installation, and pest management.

Entrance Date:

Fall Semester

Required Courses (10 Credit Hours)

HORT 1070	Landscape Installation	4
HORT 1080	Pest Management	3

And choose one of the following:

HORT 1000	Horticulture Science	3
HORT 1410	Soils	3

Total Credit Hours: 10 Minimum Credit Hours for Graduation

MECHANICAL MAINTENANCE TECHNICIAN (MM31) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Dick Tanner

Program Description:

The Mechanical Maintenance Technician Technical Certificate of Credit provides instruction in industrial mechanical and machine tool disciplines. Completion will qualify graduates employment in commercial and industrial industries.

Entrance Date:

Fall Semester

Required Courses (29 Credit Hours)

MCHT 1011	Introduction to Machine Tool	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1330	Metal Welding and Cutting Techniques	2

Total Credit Hours: 29 Minimum Credit Hours for Graduation

MECHATRONICS SPECIALIST (AM11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Wesley Runyon or Eric Arreguin

Program Description:

This program provides students with the necessary skills and understanding to perform installation, diagnostics and repair to mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power, and Robotics.

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (11 Credit Hours)

AUMF 1150	Introduction to Robotics	3
ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
IDSY 1160	Mechanical Laws and Principles	4

Total Credit Hours: 11 Minimum Credit Hours for Graduation

MILL OPERATOR (MP11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Bart Jenkins
- Whitfield Murray Campus   Advisor: Phil   Shirley

Program Description:

The Mill Operator certificate teaches students to effectively operate milling machines. Students become proficient in blueprint reading, general mathematics, and are provided the necessary knowledge and skills to obtain employment as a milling machinist.

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (15 Credit Hours)

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

Total Credit Hours: 15 Minimum Credit Hours for Graduation

NURSERY/GREENHOUSE TECHNICIAN (PPS1) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus Advisor: David Warren

Program Description

Prepares graduates for challenging careers in the expanding field of Landscaping and Garden Centers.

Required Courses (17 Credit Hours)

HORT 1000	Horticulture Science	3
HORT 1010	Woody Ornamental Plant Identification	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1030	Greenhouse Management	4
HORT 1050	Nursery Production and Management	4

Total Credit Hours: 17 Minimum Credit Hours for Graduation

PHOTOVOLTAIC SYSTEMS INSTALLATION AND REPAIR TECHNICIAN (PS11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Scottie   Carter

Program Description:

The Photovoltaic Systems Installation and Repair Technician Technical Certificate of Credit provides individuals with the opportunity to enter the workforce area that specializes in electrical applications of installing, inspecting, and repairing solar panels in the electrical construction industry.

Entrance Date:

Any Semester

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (15 Credit Hours)

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1525	Photovoltaic Systems	5
IDFC 1007	Industrial Safety Procedures	2

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will subsitute for both IDSY 1101 and IDSY 1105 together.

Total Credit Hours: 15 Minimum Credit Hours for Graduation

PIPE SHIELDED METAL ARC WELDING (PS21) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Clint Chadwick
- Walker County Campus   Advisor: Jeremiah Cooper
- Whitfield Murray Campus   Advisor: Wayne   Henderson

Program Video

Program Description:

The Pipe Shielded Metal Arc Welding Technical Certificate of Credit program provides instruction in the theory and skills necessary to secure entry level employment in the pipe welding industry. Areas of instruction include an introduction to welding technology, mathematics, oxyfuel cutting, shielded metal arc welding, advanced shielded metal arc welding, preparation for industrial qualification and pipe welding.

Entrance Date:

Fall Semester

Required Courses (35 Credit Hours)

MATH 1012	Foundations of Mathematics	3
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
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 1120	Preparation for Industrial Qualification	4
WELD 1152	Pipe Welding	4

Total Credit Hours: 35 Minimum Credit Hours for Graduation

PROCESS CONTROL TECHNICIAN I (PC61) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Matthew Sosebee

Program Description:

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

Entrance Date:

Beginning of any semester

Entrance Requirements:

Age: Minimum of 16 years of age

Assessment Results: Applicants must achieve minimum scores in reading, writing, and numeric skills on the entrance test. Applicants failing to attain minimum scores may receive refresher/remedial in-struction through the Learning Support program at GNTC in order to meet admission requirements. Previous training and/or education may be evaluated to provide advanced placement in the program.

Required Courses (15 Credit Hours)

IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1210	Industrial Motor Controls II	4

Total Credit Hours: 15 Minimum Credit Hours for Graduation

PROGRAMMABLE CONTROL TECHNICIAN I (PC81) CERTIFICATE

Campus Availability and Adviesment:

- Catoosa County Campus   Advisor: Matthew Sosebee
- Floyd County Campus   Advisor: Wesley Runyon or Eric Arreguin
- Whitfield Murray Campus   Advisor: Scottie   Spears

Program Description:

Designed to offer specialized programmable controller training to qualified industrial technicians, this program consists of instruction selected for the Industrial Systems Technology diploma program. Course work addresses operational theory, systems terminology, and field wiring/installation. It also develops operational skills in the use of PLC equipment and peripheral devices with emphasis on programmable logic controller programming, installations, and troubleshooting/repair.

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (12 Credit Hours)

IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4

Total Credit Hours: 12 Minimum Credit Hours for Graduation

PROGRAMMABLE CONTROL TECHNICIAN II (PC91) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Matthew Sosebee

Program Description:

The Programmable Control Technician II program is designed to offer specialized programmable controller training to qualified industrial technicians, this program consists of instruction selected for the Industrial Systems Technology diploma program. Course work addresses operational theory, systems terminology, and field wiring/installation. Emphasis is placed on the use of PLC equipment and peripheral devices with a concentration in PLC programming, installation, troubleshooting, and repair.

Entrance Date:

Fall Semester

Required Courses (8 Credit Hours)

IDSY 1210	Industrial Motor Controls II	4
IDSY 1230	Industrial Instrumentation	4

Total Credit Hours: 8 Minimum Credit Hours for Graduation

PROJECT SUCCESS MANUFACTURING SPECIALIST (PS61) CERTIFICATE

Campus Availability and Advisement

- Polk County Campus   Advisor: Barry Williams

(This Program Is Only Offered At Area High Schools For Dually Enrolled Students)

Program Description:

The Project SUCCESS Manufacturing Specialist Technical Certificate of Credit prepares high school students for entry level employment in a manufacturing environment. Topics include interpersonal relations and professional development, industry safety procedures, manufacturing workforce skills, and representative manufacturing skills.

Entrance Date:

Beginning of any semester

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (10 Credit Hours)

EMPL 1000	Interpersonal Relations and Professional Development	2
IDFC 1007	Industrial Safety Procedures	2
AUMF 1540	Manufacturing Workforce Skills	2
AUMF 1660	Representative Manufacturing Skills	4

Total Credit Hours: 10 Minimum Credit Hours for Graduation

RESIDENTIAL WIRING TECHNICIAN (RW21) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Scottie Carter

Program Description:

The Residential Wiring Technician Technical Certificate of Credit prepares students for employment in the construction industry as qualified residential wiring technicians. Topics include NEC regulations, blueprint reading, principles of direct and alternating current, and residential wiring procedures and practices.

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (16 Credit Hours)

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
IDFC 1007	Industrial Safety Procedures	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3

Choose one of the following:

IDSY 1101	DC Circuit Analysis	3
IDFC 1011	Direct Current I	3

Choose one of the following:

IDSY 1105	AC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
IDFC 1012	Alternating Current I	3

Note: The previously offered IDSY 1100 (5 hrs) will substitute for both IDSY 1101 and IDSY 1105 together

Total Credit Hours: 16 Minimum Credit Hours for Graduation

ROBOTIC TECHNICIAN (RT41) CERTIFICATE

Campus Availability and Advisement:

- Catoosa County Campus   Advisor: Matthew Sosebee
- Floyd County Campus   Advisor: Wesley   Runyon or Eric   Arreguin

Program Video

Program Description:

The Robotic Technician technical certificate of credit program is designed for the students who wish to enhance their automation skills for employment at companies who have robots. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. The certificate provides opportunities to retrain or upgrade present knowledge and skill. This certificate is designed for students or employees who have a background in Industrial Electronics including, industrial wiring, motors, controls, Plc's, instrumentation, and computers. Graduates of the certificate program receive a Robotic Technician certificate that qualifies them for employment as robotic automation technician.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (20 Credit Hours)

Course	Title	Credits
AUMF 1150	Introduction to Robotics	3
AUMF 2060	Work Cell Design Laboratory	2
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps and Piping Systems	3
IDSY 1220	Intermediate Industrial PLCs	4

Total Credit Hours: 20 Minimum Credit Hours for Graduation

VERTICAL SHIELDED METAL ARC WELDER FABRICATOR (VSM1) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Clint Chadwick
- Walker County Campus   Advisor: Jeremiah Cooper
- Whitfield Murray Campus   Advisor: Wayne   Henderson

Program Video

Program Description:

The Vertical Shielded Metal Arc Welding Fabricator technical certificate of credit prepares students for careers in shielded metal arc welding fabrication.

Entrance Date:

Fall Semester

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (11 Credit Hours)

WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
XXXX xxxx	Occupational Elective	3

Total Credit Hours: 11 Minimum Credit Hours for Graduation

Programs of Study- Public Service

Georgia Northwestern Technical College (GNTC) is sensitive to the need for qualified persons in the various fields of human services. The Public Service Technologies Division offers degree, diploma, and certificate programs geared to prepare students for such opportunities. These programs combine classroom instruction, laboratory practice, and practicum experience to ensure that students obtain the most current skills required by their chosen profession. Students interested in Public Service programs should see specific program information in this catalog for admission requirements and visit or call the Admissions Office to discuss these requirements and program entry dates. The college reserves the right to cancel courses due to inadequate enrollment. The following is a list of degree, diploma, and certificate programs that GNTC offers in this division. All programs are not offered on all college campuses. The letters following the program names identify the campuses or location where the programs are taught: (C-Catoosa County Campus; F-Floyd County Campus; G-Gordon County Campus; P-Polk County Campus; W-Walker County Campus; and WM-Whitfield Murray Campus).

Click on Program Names Below for Information and Curriculum

Associate of Applied Science Degree Programs
Criminal Justice Technology (CJT3) (p. 309) - G, W, WM
Culinary Arts (CA43) (p. 310) - F
Early Childhood Care and Education (EC13) (p. 312) - C, F, G, P, W, WM
Social Work Assistant (SW23) (p. 314) - W

Diploma Programs
Cosmetology (CO12) (p. 316) - F, G, P, W
Criminal Justice Technology (CJT2) (p. 318) - G, W, WM
Culinary Arts (CA44) (p. 319) - F
Early Childhood Care and Education (ECC2) (p. 320) - C, F, G, P, W, WM
Social Work Assistant (SW12) (p. 321) - W

Technical Certificate of Credit Programs
Addictions Specialist (AS41) (p. 322) - W
Advanced Law Enforcement (AL31) - G
Basic Law Enforcement (BL11) (p. 324) - G
Catering Specialist (CS61) (p. 325) - F
Child Development Specialist (CD61) (p. 326) - C, F, G, P, W, WM
Cosmetology for Licensure (CGL1) - F, G, P, W
Crime Scene Investigation (CB71) (p. 329) - F, W, WM
Criminal Justice Specialist (CJ21) (p. 330) - F, G, W, WM
Domestic and Family Violence Specialist (DVP1) (p. 331) - W
Early Childhood Care and Education Basics (EC31) (p. 332) - C, F, G, P, W, WM
Early Childhood Program Administration (ECP1) (p. 333) - C, F, G, P, W, WM
Eligibility Determination Specialist (ED11) (p. 334) - W
Food Production Worker I (FPW1) (p. 335) - F
Hair Designer (HD21) (p. 336) - F, G, P, W
Infant/Toddler Child Care Specialist (IC31) (p. 337) - C, F, G, W
Intermediate Law Enforcement (IL11) - G
Introduction to Criminal Justice (IT51) (p. 339) - F, G, W, WM
Nail Technician (NT11) (p. 340) - W
Prep Cook (PC51) (p. 341) - F
School Age and Youth Care (SA21) (p. 342) - C, F, G, P, W, WM
Shampoo Technician (ST11) (p. 343) - F, G, P, W

Program lengths vary based on program type and number of hours taken each semester.

Associate degrees are 1½ to 2 years in length, diploma programs are 1 to 1 ½ years in length, and certificate lengths vary from 1 to 4 semesters. Individual program descriptions identify specifics. Most courses are offered day and evening. Students completing courses only in evening will normally take longer to complete a program.

CRIMINAL JUSTICE TECHNOLOGY (CJT3) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Gordon County Campus   Advisor: Tyler Gayan
- Walker County Campus   Advisor: Tony Adams
- Whitfield Murray Campus   Advisor: Tyler Gayan

Program Description:

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

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
XXXX xxxx	General Education Core Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (45 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1400	Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2050	Criminal Procedure	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2070	Juvenile Justice	3
CRJU 2090	Criminal Justice Practicum	3
	OR	
CRJU 2100	Criminal Justice Internship/Externship	3
XXXX xxxx	Occupational Related Electives (Must See Advisor For List)	15

Total Credit Hours: 60 Minimum Credit Hours for Graduation

CULINARY ARTS DEGREE (CA43) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Greg Paulson

Program Video

Program Description:

The Culinary Arts Degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts Degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Entrance Dates:

Beginning of any semester. Fall semester for occupational courses.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (50 Credit Hours)

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

CUUL 2140	Advanced Baking and International Cuisine OR	6
CUUL 2142	International Cuisine AND	3
CUUL 2144	Advanced Baking	3
CUUL xxxx	Culinary/Hospitality Related Elective (see advisor for recommended list)	6

Total Credit Hours: 65 Minimum Credit Hours for Graduation

EARLY CHILDHOOD CARE AND EDUCATION (EC13) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

Program offered on the Catoosa, Floyd, Gordon, Polk, Walker, and Whitfield Murray campuses. Contact either LaVerne Pruitt, Tracy Wimberley, or Jennifer Dixon for advisement on any campus.

Program Description:

The Early Childhood Care/Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Gradu-ates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of six areas of specialization: exceptionalities, infant/toddler, program administration, paraprofessional, school age, or family child care.

Entrance Requirements: Prior to enrolling in a lab course (ECCE 1121, ECCE 2245, ECCE 2246), students must provide the following documentation: (1) DECAL Clearance Letter, (2) CPR/First Aid certification.

General Education Core (Minimum 18 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Language Arts/Communication Elective	3
PSYC 1101	Introductory Psychology	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
XXXX xxxx	General Education Core Elective	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (48 Credit Hours)

COMP 1000	Introduction to Computer Literacy	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 2115	Language and Literacy	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2116	Math and Science	3
ECCE 2245	Early Childhood Care and Education Internship	6

		I	
ECCE 2246	Early Childhood Care and Education Internship II		6
	OR		
XXXX xxxx	Guided Electives		6

And completion of one of the following specializations (6 Credit Hours):

Exceptionalities Specialization (6 credit hours)

ECCE 2360	Classroom Strategies for Exceptional Children	3
ECCE 2362	Exploring Your Role in the Exceptional Environment	3

OR

Infant and Toddler Specialization (6 credit hours)

ECCE 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care and Curriculum	3

OR

Paraprofessional Specialization (6 credit hours)

ECCE 2310	Paraprofessional Methods and Materials	3
ECCE 2312	Paraprofessional Roles and Practices	3

OR

Program Administration Specialization (6 credit hours)

ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

OR

School Age and Youth Care Specialization (6 credit hours)

ECCE 2350	Early Adolescent Development	3
ECCE 2352	Designing Programs and Environments for School Age Children and Youth	3

Total Credit Hours: 72 Minimum Credit Hours for Graduation

SOCIAL WORK ASSISTANT (SW23) ASSOCIATE OF APPLIED SCIENCE DEGREE

Campus Availability and Advisement:

- Walker County Campus   Advisor: Pam Turner

Program Description:

The Social Work Assistant Program is designed to prepare individuals to obtain entry-level employment in public and private social service agencies. The social worker assistant is equipped with the skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the option to select courses that will prepare them to provide client services, as well as support for families in a variety of fields, such as psychology, rehabilitation, and social work. They may assist clients in identifying social and community services that will best assist them. They may assist the social worker in developing, organizing, and conducting programs to resolve problems relevant to human relations, substance abuse, adult day care, and rehabilitation. The length of the program is approximately six semesters.

General Education Core (15 Credit Hours)

ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	Social/Behavioral Sciences Elective	3
XXXX xxxx	General Education Core Elective	3
MATH 1103	Quantitative Skills and Reasoning	3
	OR	
MATH 1101	Mathematical Modeling	3
	OR	
MATH 1111	College Algebra	3
	OR	
MATH 1127	Introduction to Statistics	3

Refer to General Education Core Courses (p. 422)

Occupational Curriculum (48 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
SOCW 2000	Introduction to Social Work	3
SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with I	3
SOCW 2040	Behavioral Health	3
SOCW 2050	Group Work Intervention	3
SOCW 2060	Child & Adolescent Behaviors & Interventions	3
SOCW 2070	Social Policies and Programs for the Aging	3
SOCW 2080	Social Work Field Practicum and Seminar I	6
SOCW 2090	Social Work Field Practicum and Seminar II	6

Select a Minimum of 9 Hours From the Following:

SOCW 2100	Leadership and Community Service	3
SOCW 2110	Case Management with Families	3
SOCW 2120	Multicultural Issues	3
SOCW 2130	Social Welfare, Ethics, and Community Service	3
SOCW 2140	Addictions, Theories, and Treatments	3
SOCW 2150	Domestic and Family Violence	3
XXXX xxxx	General Education Core Elective	3
XXXX xxxx	General Education Core Elective	3

Total Credit Hours: 63 Minimum Credit Hours for Graduation

COSMETOLOGY (CO12) DIPLOMA

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Susan Stephens
- Gordon County Campus Advisor: Deanna Hulsey
- Polk County Campus   Advisor: Rebecca Gilreath
- Walker County Campus Advisor: Tammy Livingstone

Program Description:

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

Entrance Dates:

WCC: (Day) summer, fall & spring semesters

PCC: (Day) spring semester

FCC: (Day) fall semester

GCC: (Day) fall

Program	**Final**	**Exit**	**Point:**

Law requires graduates who complete the program to pass the Georgia State Board of Cosmetol-ogy Examination in order to obtain licenses to work as cosmetologists.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I		3
MATH 1012	Foundations of Mathematics		3
EMPL 1000	Interpersonal Relations and Professional Development		2

Occupational Curriculum (47 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2

Total Credit Hours: 55 Minimum Credit Hours for Graduation

CRIMINAL JUSTICE TECHNOLOGY (CJT2) DIPLOMA

Campus Availability and Advisement:
- Gordon County Campus   Advisor: Tyler Gayan
- Walker County Campus   Advisor: Tony Adams
- Whitfield Murray Campus   Advisor: Tyler   Gayan

Program Description:

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

Basic Skills Courses (9 Credit Hours)

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Occupational Curriculum (39 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 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 OR	3
CRJU 2100	Criminal Justice Internship/Externship	3
XXXX xxxx	Occupational Related Electives (Must See Advisor For List)	9

Total Credit Hours: 48 Minimum Credit Hours Required for Graduation

CULINARY ARTS (CA44) DIPLOMA

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Greg   Paulson

Program Video

Program Description:

The Culinary Arts diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Entrance Dates:

Beginning of any semester for core courses. Fall semester for occupational courses.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (44 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 2160	Contemporary Cuisine	4
CUUL 1370	Culinary Nutrition and Menu Development	3
CUUL 2190	Principles of Culinary Leaders	3
	OR	
MGMT 1115	Leadership	3
CUUL 2130	Culinary Practicum	6
	OR	
CUUL 2140	Advanced Baking and International Cuisine	6
	OR	
CUUL 2142	International Cuisine	3
	AND	
CUUL 2144	Advanced Baking	3

Total Credit Hours: 52 Minimum Credit Hours for Graduation

EARLY CHILDHOOD CARE AND EDUCATION (ECC2) DIPLOMA

Campus Availability and Advisement:

Program offered on the Catoosa, Floyd, Gordon, Polk, Walker, and Whitfield Murray campuses. Contact either LaVerne Pruitt, Tracy Wimberley, or Jennifer Dixon for advisement on any campus.

Program Description:

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

Entrance Requirements:

Prior to enrolling in a lab course (ECCE 1121, ECCE 2245, ECCE 2246), students must provide the following documentation: (1) DECAL Clearance Letter; (2) CPR/First Aid certification.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3

Occupational Curriculum (45 Credit Hours)

COMP 1000	Introduction to Computer Literacy	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 2245	Early Childhood Care and Education Internship I	6
ECCE 2246	Early Childhood Care and Education Internship II	6
	OR	
XXXX xxxx	Guided Electives	6

Total Credit Hours: 53 Minimum Credit Hours Required for Graduation

SOCIAL WORK ASSISTANT (SW12) DIPLOMA

Campus Availability and Advisement:

- Walker County Campus Advisor: Pam   Turner

Program Description:

The Social Work Assistant Program is designed to prepare individuals to obtain entry-level employment in public and private social service agencies. The social worker assistant is equipped with the skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the option to select courses that will prepare them to provide client services, as well as support for families in a variety of fields, such as psychology, rehabilitation, and social work. They may assist clients in identifying social and community services that will best assist them. They may assist the social worker in developing, organizing, and conducting programs to resolve problems relevant to human relations, substance abuse, adult day care, and rehabilitation. The length of the program is approximately five semesters.

Basic Skills Courses (8 Credit Hours)

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Curriculum (48 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
SOCW 2000	Introduction to Social Work	3
SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with I	3
SOCW 2040	Behavioral Health	3
SOCW 2050	Group Work Intervention	3
SOCW 2060	Child & Adolescent Behaviors & Interventions	3
SOCW 2070	Social Policies and Programs for the Aging	3
SOCW 2080	Social Work Field Practicum and Seminar I	6
SOCW 2090	Social Work Field Practicum and Seminar II	6

Select a Minimum of 9 Hours From the Following:

SOCW 2100	Leadership and Community Service	3
SOCW 2110	Case Management with Families	3
SOCW 2120	Multicultural Issues	3
SOCW 2130	Social Welfare, Ethics, and Community Service	3
SOCW 2150	Domestic and Family Violence	3
PSYC 1010	Basic Psychology	3
XXXX xxxx	Guided Elective	3

Total Credit Hours: 56 Minimum Credit Hours for Graduation

ADDICTIONS SPECIALIST (AS41) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus Advisor: Pam   Turner

Program Description:

The Addictions Specialist Certificate is a sequence of courses that prepares individuals to work with substances abusers in a variety of settings, including outpatient, inpatient, and rehabilitation programs. The Certificate includes combination of coursework and hands-on experience through the Internship course. This will prepare students for entry-level positions in the substance abuse field and can be used toward the hours required for the Georgia Certified Addiction Counselor.

Required Courses (21 Credit Hours)

SOCW 2010	Introduction to Case Management	3
SOCW 2140	Addictions, Theories, and Treatments	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with I	3
SOCW 2050	Group Work Intervention	3
SOCW 2080	Social Work Field Practicum and Seminar I	6

Total Credit Hours: 21 Minimum Credit Hours for Graduation

ADVANCED LAW ENFORCEMENT (AL31) CERTIFICATE

Campus Availability and Advisement:

- Gordon County Campus   Advisor: James Pledger

Program Description:

The Advanced Law Enforcement Certificate program provides Basic/Intermediate certified officers with the necessary skills, standards, and knowledge to become a more qualified, proficiency trained, ethical and competent peace officer within criminal justice careers. Successful completion of the program will qualify the student to obtain an Advanced Law Enforcement Certification through the Georgia Peace Officers Standards and Training council.

Entrance Requirements:

Age: Minimum of 18 years of age.

Other: Applicant must be a certified law enforcement officer in good standing in the state of GA meeting all the requirements of certification as set forth in chapter 35 of the Official Code of Georgia Annotated.

Required Courses (15 Credit Hours)

LETA 2030	Advanced Traffic Law	2
LETA 2060	Report Writing	3
LETA 2150	Specialized Patrol Techniques	2
LETA 2160	Advanced Firearms	2
LETA 2170	Search Warrants and Affidavits	2
LETA 2180	Interviews and Interrogations	3
LETA 2200	Crime Scene Processing	1

Total Credit Hours: 15 Minimum Credit Hours for Graduation

BASIC LAW ENFORCEMENT (BL11) CERTIFICATE

Campus Availability and Advisement:
- Gordon County Campus   Advisor: James Pledger

Program Description:

The Basic Law Enforcement certificate program provides students with the necessary skills, standards, and knowledge in order to become qualified, proficiency trained, ethical and competent peace officers in criminal justice careers. Successful completion of the program will make the student eligible to be certified as a Georgia Peace Officer.

Entrance Requirements:

Age: Minimum of 18 years of age.

Other: Applicants must also be accepted into the academy by the Georgia Peace Officers Standards and Training Council. Requirements include a satisfactory criminal background investigation; Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC) fingerprint checks; completion of a physician's affidavit; and a certified driver history and criminal history report.

Required Courses (42 Credit Hours)

LETA 1010	Health & Life Safety for Basic Law Enforcement	2
LETA 1012	Ethics and Liability for Basic Law Enforcement	2
LETA 1014	Firearms Training for Basic Law Enforcement	4
LETA 1016	Emergency Vehicle Operations for Basic Law Enforcement	4
LETA 1018	Defensive Tactics for Basic Law Enforcement	2
LETA 1020	Police Patrol Operations for Basic Law Enforcement	4
LETA 1022	Methods of Criminal Investigation for Basic Law Enforcement	4
LETA 1024	Criminal Law for Criminal Justice for Basic Law Enforcement	4
LETA 1026	Criminal Procedure for Basic Law Enforcement	4
LETA 1028	Police Traffic Control and Investigation for Basic Law Enforcement	3
LETA 1030	Principles of Law Enforcement for Basic Law Enforcement	3
LETA 1032	Introduction to Criminal Justice for Basic Law Enforcement	3
LETA 1034	Constitutional Law for Criminal Justice for Basic Law Enforcement	3

Total Credit Hours: 42 Minimum Credit Hours for Graduation

CATERING SPECIALIST (CS61) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Greg   Paulson

Program Video

Program Description:

The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupational and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (25 Credit Hours)

CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6
CUUL 1220	Baking Principles	5
CUUL 1129	Fundamentals of Restaurant Operations	4
CUUL 1320	Garde Manger	4
CUUL 2160	Contemporary Cuisine	4

Total Credit Hours: 25 Minimum Credit Hours for Graduation

CHILD DEVELOPMENT SPECIALIST (CD61) CERTIFICATE

Campus Availability and Advisement:

Program offered on the Catoosa, Floyd, Gordon, Polk, Walker, and Whitfield Murray campuses. Contact either LaVerne Pruitt, Tracy Wimberley, or Jennifer Dixon for advisement on any campus.

Program Description:

The Early Childhood Care and Education Child Development Specialist TCC is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a child care program. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Entrance Requirements:

Age: Minimum of 19 years of age

Education: Post-secondary credentials from an accredited institution, a current Child Development Associate Credential (CDA), or qualifying experience pending approval of the division chair.

Additional Requirement: Must attain program ready status on the ACCUPLACER or COMPASS assessment before this TCC can be awarded.

Required Courses (14 Credit Hours)

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
EMPL 1000	Interpersonal Relations and Professional Development OR	2
ECCE 1121	Early Childhood Care and Education Practicum	3

Total Credit Hours: 14 Minimum Credit Hours Required for Graduation

COSMETOLOGY FOR LICENSURE (CGL1) CERTIFICATE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Susan Stephens
- Gordon County Campus Advisor: Deanna Hulsey
- Polk County Campus   Advisor: Rebecca Gilreath
- Walker County Campus Advisor: Tammy   Livingstone

Program Description:

The Cosmetology for Licensure program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates will receive a Cosmetology for Licensure technical certificate of credit and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Entrance Dates:

WCC: (Day) summer, fall & spring semesters

PCC: (Day) spring semester

FCC: (Day) fall semester

GCC: (Day) fall

Program   Final   Exit   Point:

Law requires graduates who complete the program to pass the Georgia State Board of Cosmetol-ogy Examination in order to obtain licenses to work as cosmetologists.

Required Curriculum (44 Credit Hours)

COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3

COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
COSM 1125	Skin and Nail Care Practicum	2

Total Credit Hours: 44 Minimum Credit Hours for Graduation

CRIME SCENE INVESTIGATION (CB71) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Tyler Gayan   Only Available On The Floyd County Campus To Dually Enrolled High School Students
- Walker County Campus Advisor: Tony Adams
- Whitfield Murray Campus   Advisor: Tyler   Gayan

Program Description:

The Crime Scene Investigation Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

Required Courses (19 Credit Hours)

FOSC 1206	Introduction to Forensic Science	3
FOSC 2010	Crime Scene Investigation I	4
FOSC 2011	Crime Scene Investigation II	4
FOSC 2014	Documentation and Report Preparation	4
FOSC 2150	Case Preparation and Courtroom Testimony	4

Total Credit Hours: 19 Minimum Credit Hours for Graduation

CRIMINAL JUSTICE SPECIALIST (CJ21) CERTIFICATE

Campus   Availability   and   Advisement:

- Floyd County Campus   Advisor: Tyler Gayan   Only Available On The Floyd County Campus To Dually Enrolled High School Students
- Gordon County Campus   Advisor: Tyler Gayan
- Walker County Campus   Advisor: Tony Adams
- Whitfield Murray Campus   Advisor: Tyler   Gayan

Program Description:

The Criminal Justice Specialist Technical Certificate of Credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Entrance Requirements:

Age: Minimum of 18 years of age.

Education Requirements: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (15 Credit Hours)

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 2020	Constitutional Law for Criminal Justice	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

DOMESTIC AND FAMILY VIOLENCE SPECIALIST (DVP1) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus Advisor: Pam   Turner

Program Description:

The Domestic and Family Violence Specialist TCC is designed to prepare individuals to obtain entry-level employment in public and private social service agencies that work with Domestic Violence Prevention and Treatment services. The Domestic and Family Violence Specialist is equipped with the skills, knowledge, values, and sensitivity to serve those involved and those impacted by domestic and family violence. The preparation for the domestic and family violence specialist will include developing introductory social work and case management skills, interviewing technique skills, group intervention skills, and multicultural sensitivity, and human behavior and social environment awareness. This TCC will specifically focus on the exploration of domestic and family violence. The student will be prepared to assist the social worker in developing, organizing, and conducting programs to resolve problems relevant to domestic violence prevention and treatment.

Required Courses (21 Credit Hours)

SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with I	3
SOCW 2050	Group Work Intervention	3
SOCW 2080	Social Work Field Practicum and Seminar I	6
SOCW 2150	Domestic and Family Violence	3

Total Credit Hours: 21 Minimum Credit Hours for Graduation

EARLY CHILDHOOD CARE AND EDUCATION BASICS (EC31) CERTIFICATE

Campus Availability and Advisement:

Program offered on the Catoosa, Floyd, Gordon, Polk, Walker, and Whitfield Murray campuses. Contact either LaVerne Pruitt, Tracy Wimberley, or Jennifer Dixon for advisement on any campus.

Program Description:

The Early Childhood Care and Education (ECCE) Basics TCC includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and health, safety, and nutrition course. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a child care center and family day care center.

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Program Requirement: Must attain program ready status on the ACCUPLACER or COMPASS assessment before this TCC can be awarded.

Required Courses (9 Credit Hours)

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 Credit Hours: 9 Minimum Credit Hours for Graduation

EARLY CHILDHOOD PROGRAM ADMINISTRATION (ECP1) CERTIFICATE

Campus Availability and Advisement:

Program offered on the Catoosa, Floyd, Gordon, Polk, Walker, and Whitfield Murray campuses. Contact either LaVerne Pruitt, Tracy Wimberley, or Jennifer Dixon for advisement on any campus.

This program is also available 100% online. For online advisement, contact any of the above.

Program Description:

The Early Childhood Care and Education Program Administration TCC program is a sequence of three courses designed to prepare students for a job as manager of a Childcare Learning Center or a Group Day Care Center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Entrance Requirements:

Age: Minimum of 21 years of age

Other: Previous training and/or education may be evaluated to provide advanced placement in the program. Post-secondary credentials from an accredited institution, or a current Child Development Associate (CDA) certificate, or qualifying experience pending approval of the division chair.

Additional Requirement: Must attain program ready status on the ACCUPLACER or COMPASS assessment before this TCC can be awarded.

Required Courses 9 Credit Hours)

ECCE 1103	Child Growth and Development	3
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

Total Credit Hours: 9 Minimum Credit Hours for Graduation

ELIGIBILITY DETERMINATION SPECIALIST (ED11) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus Advisor: Pam   Turner

Program Description:

The Eligibility Determination Specialist TCC program prepares individuals to work under general supervision to coordinate or perform eligibility determinations and other related activities associated with Medicaid benefits for the aged, blind, and disabled. Additionally, eligibility determination specialists may serve as liaisons with community, state, and federal agencies to coordinate client benefits and services. Although the certificate program was developed in cooperation with the Georgia Division of Family and Children Services (DFCS), program graduates may also find employment in the private sector, providing consultation and technical assistance to nursing homes, hospitals, and rehabilitation services personnel and family members concerning eligibility requirements. The program emphasizes a combination of theory, social work procedures, and interviewing techniques. Students will learn about the economic support component of social work, including Family Medicaid, Food Stamps, and Temporary Assistance for Needy Families (TANF). Preceptors from DFCS will oversee students in the internship phase of the program. The length of the program is approximately two semesters.

Entrance Requirements:

Age: Minimum of 18 years of age

Required Courses (25 Credit Hours)

COMP 1000	Introduction to Computer Literacy	3
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
SOCW 2010	Introduction to Case Management	3
SOCW 2020	Human Behavior and the Social Environment	3
SOCW 2030	Interviewing Techniques with I	3
SOCW 2081	Social Work Field Practicum and Seminar	8

Total Credit Hours: 25 Minimum Credit Hours Required for Graduation

FOOD PRODUCTION WORKER I (FPW1) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Greg   Paulson

Program Video

Program Description:

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

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Courses (16 Credit Hours)

CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6
CUUL 1129	Fundamentals of Restaurant Operations	4

Total Credit Hours: 16 Minimum Credit Hours for Graduation

HAIR DESIGNER (HD21) CERTIFICATE

Campus Availability and Advisement:
- Floyd County Campus   Advisor: Susan Stephens
- Gordon County Campus Advisor: Deanna Hulsey
- Polk County Campus   Advisor: Rebecca Gilreath
- Walker County Campus Advisor: Tammy   Livingstone

Program Description:

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

Entrance Dates:

FCC: (Night)   fall   semester.
GCC: (Day)   fall   semester
PCC: (Day) spring semester

WCC: (Day)   summer,   fall   &   spring   semesters

Required Courses (36 Credit Hours)

Course	Title	Credit
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1010	Chemical Texture Services	3
COSM 1020	Hair Care and Treatment	3
COSM 1030	Haircutting	3
COSM 1040	Styling	3
COSM 1050	Hair Color	3
COSM 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3

Total Credit Hours: 36 Minimum Credit Hours for Graduation

INFANT/TODDLER CHILD CARE SPECIALIST (IC31) CERTIFICATE

Campus Availability and Advisement:

Program offered on the Catoosa, Floyd, Gordon, Polk, Walker, and Whitfield Murray campuses. Contact either LaVerne Pruitt, Tracy Wimberley, or Jennifer Dixon for advisement on any campus.

Program Description:

The Early Childhood Care and Education Infant/Toddler Child Care Specialist TCC program is a sequence of five courses designed to prepare students with the basics needed for working with infants and toddlers. the program provides an intense look at understanding and learning activities and proper care needed for infants and toddlers. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Entrance Requirements:

Age: Minimum of 18 years of age

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Additional Requirement: Must attain program ready status on the ACCUPLACER or COMPASS assessment before this TCC can be awarded.

Required Courses (15 Credit Hours)

ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care and Curriculum	3

Total Credit Hours: 15 Minimum Credit Hours for Graduation

INTERMEDIATE LAW ENFORCEMENT (IL11) CERTIFICATE

Campus Availability and Advisement:

- Gordon County Campus Advisor: James Pledger

Program Description

The Intermediate Law Enforcement Certificate program provides basic certified officer with the necessary skills, standards, and knowledge to become a more qualified, proficiency trained, ethical and competent peace officers in criminal justice careers. Successful completion of the program will qualify the student to obtain an Intermediate Law Enforcement Certification through the Georgia Peace Officers Standards and Training council.

Required Courses (12 Credit Hours)

LETA 2010	Advanced Criminal Procedure	3
LETA 2100	Health, Wellness and Stress Management	2
LETA 2110	Verbal Judo	2
LETA 2140	Officer Survival I	2
LETA 2000	First Responder for Law Enforcement	3

INTRODUCTION TO CRIMINAL JUSTICE (IT51) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus Advisor: Tyler Gayan Only Available On The Floyd County Campus To Dually Enrolled High School Students
- Gordon County Campus Advisor: Tyler Gayan
- Walker County Campus Advisor: Tony Adams
- Whitfield Murray Campus Advisor: Tyler Gayan

Program Description:

The Introduction to Criminal Justice Technical Certificate of Credit is a sequence of courses that introduces students to studies which may lead to criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Entrance Requirements:

Age: Minimum of 18 years of age

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program.

Required Courses (12 Credit Hours)

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 2050	Criminal Procedure	3

Total Credit Hours: 12 Minimum Credit Hours for Graduation

NAIL TECHNICIAN (NT11) CERTIFICATE

Campus Availability and Advisement:

- Walker County Campus   Advisor: Tammy Livingstone

Program Description:

The Nail Technician program is a sequence of courses that prepares students for careers in the field of Nail Technician. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Nail Technician certificate and are employable as a Nail Technician.

Required Courses (19 Credit Hours)

COSM 1000	Introduction to Cosmetology Theory	4
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1120	Salon Management	3
COSM 1180	Natural Nail Practicum	3
COSM 1190	Advanced Nail Practicum I	3
COSM 1200	Advanced Nail Practicum II	3

Total Credit Hours: 19 Minimum Credit Hours for Graduation

PREP COOK (PC51) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Greg   Paulson

Program Video

Program Description:

This technical certificate of credit provides skills for entry into the food services preparation area as a prep cook. Topics include: food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

Education Requirement: High School diploma or GED® is not required to enter or graduate from the program..

Required Courses (12 Credit Hours)

CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1120	Principles of Cooking	6
CUUL 1110	Culinary Safety and Sanitation	2

Total Credit Hours: 12 Minimum Credit Hours for Graduation

SCHOOL AGE AND YOUTH CARE (SA21) CERTIFICATE

Campus Availability:

Program offered on the Catoosa, Floyd, Gordon, Polk, Walker, and Whitfield Murray campuses. Contact either LaVerne Pruitt, Tracy Wimberley, or Jennifer Dixon for advisement on any campus.

Program Description:

The purpose of the School Age and Youth Care Certificate Program is to provide students with the knowledge, skills, and attitude necessary to effectively work during out-of-school hours with children between the ages of six and fourteen years The competencies in these courses almost entirely overlap with the newly established competencies for School-Age Care Professionals, as outlined by the Georgia Childhood Care and Education Professional Development System's Collaborative Leadership Team. This certificate program will be the first to address these competencies specifically for school age and youth care practitioners who wish to receive formal education in this discipline.

Program Requirement: Must attain program ready status on the ACCUPLACER or COMPASS assessment before this TCC can be awarded.

Required Courses (18 Credit Hours)

ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2350	Early Adolescent Development	3
ECCE 2352	Designing Programs and Environments for School Age Children and Youth	3

Total Credit Hours: 18 Minimum Credit Hours for Graduation

SHAMPOO TECHNICIAN (ST11) CERTIFICATE

Campus Availability and Advisement:

- Floyd County Campus   Advisor: Susan Stephens
- Gordon County Campus Advisor: Deanna Hulsey
- Polk County Campus   Advisor: Rebecca Gilreath
- Walker County Campus Advisor: Tammy   Livingstone

Program Description:

The Shampoo Technician Technical Certificate of Credit introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

Entrance Dates:

WCC: summer,   fall   &   spring   semesters

PCC: spring   semester

FCC: fall   semester

GCC: fall semester

Education Requirement: High School diploma or GED® is <u>not</u> required to enter or graduate from the program.

Required Curriculum (12 Credit Hours)

COSM 1000	Introduction to Cosmetology Theory	4
COSM 1020	Hair Care and Treatment	3
COSM 1120	Salon Management	3
EMPL 1000	Interpersonal Relations and Professional Development	2
	OR	
XXXX xxxx	Elective	3

Total Credit Hours: 12 Minimum Credit Hours for Graduation

Programs Available 100% Online

AAS Degrees

Accounting (AC13)

Business Management (MD13) (p. 19)
Business Technology (BA23) (p. 21)
Computer Support Specialist (CS23) (p. 23)

Criminal Justice Technology (CJT3) (p. 309)

Cybersecurity (IS23) (p. 25)

Drafting Technology (DT13) (p. 206)

Early Childhood Care and Education (EC13) (p. 312)

Health Care Management (HC23) (p. 110)

Health Information Management Technology (HI13) (p. 114)

Logistics and Supply Chain Management (LAS3)

Marketing Management (MM13) (p. 29)

Networking Specialist (NS13) (p. 31)

Social Work Assistant (SW23) (p. 314)

Web Site Design/Development (IS53)

Diplomas

Accounting (AC12)

Business Healthcare Technology (BHT2) (p. 36)

Business Technology (BA22)
Business Management (MD12)

Computer Support Specialist (CS14) (p. 42)

Criminal Justice Technology (CJT2) (p. 318)

Cybersecurity (IS12) (p. 43)

Health Information Management Coding (HI12)

Logistics and Supply Chain Management (LAS2)

Technical Certificates of Credit

Program Accrediting and Regulating Agencies

Accreditation Commission for Education in Nursing (ACEN)

American Dental Association (ADA)

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Commission on Accreditation of Allied Health Education Programs (CAAHEP):

Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA)

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

Medical Assisting Education Review Board (MAERB)

Commission on Accreditation of Respiratory Care (CoARC)

Federal Aviation Administration (FAA)

Georgia Board of Examiners of Licensed Practical Nursing:

Georgia Office of Secretary of State

Georgia Board of Nursing

Georgia Department of Community Health

Georgia Department of Public Health:

Emergency Medical Services Division

Georgia Department of Driver Services

Georgia Health Partnership

Georgia Peace Officers Standards and Training Council (POST)

Georgia Professional Standards Commission

Georgia State Board of Cosmetology

International Board of Lactation Consultant Examiners (IBLCE)

Joint Review Committee on Educational Programs in Radiologic Technology (JRCERT)

Microsoft

National Association of Education of Young Children

National Institute for Metalworking Skills (NIMS)

National-Interstate Council of State Boards of Cosmetology Testing

National League for Nursing Accrediting Commission

General College Information and Policies

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History of Georgia Northwestern Technical College

In 2008, the State Board of Technical and Adult Education approved the merger of Coosa Valley Technical College and Northwestern Technical College which became effective July 1, 2009. Individually, the two colleges have long, meaningful histories. The following histories of the two technical colleges demonstrate the impact of the colleges and how important training and educational opportunities have been and will continue to be to the citizens of northwest Georgia.

Coosa Valley Technical College was established in 1962 in the city of Rome, Floyd County, Georgia. In 1989, the Adult Education program was added. The Gordon County Campus was added in Calhoun, Georgia in 1997. The Polk County Campus, located in Rockmart, was added in 1998. In 2008, the Aviation Training Center at the Richard B. Russell Regional Airport in Rome was added. In December 2006, Coosa Valley Technical College became accredited through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Northwestern Technical College was established off Highway 27 in Walker County, Georgia, in 1964. In 1989, the Adult Education program was added. The Southern Association of Colleges and Schools Commission on Colleges initially accredited Northwestern Technical College in 1997; reaffirmation occurred in 2002.

Georgia Northwestern Technical College
Georgia Northwestern continued to expand after the merger. GNTC opened the Woodlee Culinary Arts Center in 2010.

In 2011, the Technical College System of Georgia announced Murray and Whitfield counties would become part of the GNTC service area. The Whitfield Murray Campus, located in Dalton, began instruction fall 2011. The Adult Education program for these counties was awarded to GNTC in 2014.

In January 2011, GNTC held a groundbreaking ceremony for a new 46,000 square foot Administration and Classroom Building on the Gordon County Campus.

In June 2013, the State Properties Commission approved the purchase of land on Alabama Highway/Georgia 151 and Holcomb Road for the construction of the GNTC Catoosa County Campus. Instruction is scheduled to begin in 2016.

During September 2019, GNTC celebrated the completion of a major campus addition with a Ribbon Cutting Ceremony for the new 80,000 square foot administrative and classroom facility located at the Whitfield Murray Campus.

Today, Georgia Northwestern Technical College serves the nine counties of Catoosa, Chattooga, Dade, Floyd, Gordon, Murray, Polk, Walker, and Whitfield. GNTC is the largest college in northwest Georgia and is one of the largest technical colleges in the state of Georgia with five campus locations in Catoosa, Floyd, Gordon, Polk, Walker, and Whitfield counties.

With its history of continued growth, close relationship to the community, and customized training to meet the needs of local business and industry, GNTC will continue to grow and provide leadership in workforce development in northwest Georgia.

Academic Calendar

To view all calendars and schedules click **here**

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Main Campus

The main campus of Georgia Northwestern Technical College is located at One Maurice Culberson Drive, Rome, GA 30161. Dr. Heidi Popham is the college president.

Mission

Georgia Northwestern Technical College, a unit of the Technical College System of Georgia, provides quality technical education and workforce development opportunities supporting student success throughout the communities of northwest Georgia. The college achieves its mission by offering technical and academic instruction through traditional and distance education delivery methods leading to associate degrees, diplomas, and certificates of credit programs as well as through non-credit continuing education, economic development, and adult education services.

Our Vision

Community Focus

Georgia Northwestern Technical College (GNTC) is built upon a close relationship with the community and a commitment to be responsive to community needs. GNTC meets the unique needs of each community in Catoosa, Chattooga, Dade, Floyd, Gordon, Murray, Polk, Walker, and Whitfield counties while helping citizens, companies, and communities benefit from working together. GNTC helps communities by providing skilled technical program graduates, training services for local companies, and adult education services to develop literate families and workers. GNTC will reach out to all nine counties in the service area while working to enhance the larger community. GNTC's purpose will continue to be community development through workforce development.

Quality Technical Programs and Services

GNTC will offer a comprehensive range of quality, high-demand associate degree nursing, associate of applied science degree, technical diploma, and technical certificate of credit programs to prepare students for careers. The college will be recognized as the premiere training center in Northwest Georgia for industrial technologies, healthcare technologies, business technologies, and public service technologies.

Student-Oriented Learning

Instruction and all other activities at GNTC are student-centered. GNTC faculty will provide instruction that enables students to become proficient professionals in their chosen fields of study. Faculty will be highly qualified and will be real-world professionals who will help students to bridge the gap between classroom instruction and real-world applications.

Seamless and Accessible Education

A collaborative relationship among high schools, GNTC, and other colleges will provide students with opportunities to make seamless educational transitions. GNTC will place emphasis on dual enrollment of high school students in technical programs and on distance education to make instruction more accessible.

Business Partnerships

An active relationship between businesses and GNTC will continue to grow. Credit programs will be developed and offered to meet business and industry needs, and noncredit customized training, human resource development services, and technology transfer services will be specifically designed to meet the needs of individual companies and consortia of companies with similar needs.

Our Beliefs

The beliefs that are fundamental to all Georgia Northwestern Technical College's plans, programs, services, and operations include:

- Each individual has value and should have access to equal educational opportunity.
- Literacy and English proficiency are essential for people to be self-sufficient in today's society.
- The vast majority of area citizens should gain training beyond a high school diploma to obtain satisfying employment and earn adequate wages.
- The college should be an active partner in the life of the community including educational, civic, and cultural affairs.
- Leading-edge technology should be incorporated into all GNTC's programs, services, and operations.
- For our college to create and sustain a high level of relevance for its service areas, it must be able to adapt to the economic changes in a dynamic world.
- Our commitments to partnerships between the college and businesses and industries in the communities we serve should be maintained and strengthened.

State Standards

As a higher education institution of the Technical College System of Georgia (TCSG), Georgia Northwestern Technical College adheres to the policies, procedures, and achievement criteria as established and presented in the state curriculum standards documents. These standards were/are developed with direct involvement of business and industry and serve as benchmarks for providing high quality technical training that meets the needs of business and industry. These standards serve as the industry-validated specifications and/or competencies for each occupational program. Standards mean that educational partners in business and industry can rely on our graduates to have the knowledge and technical expertise to perform their jobs to world-class standards. Adherence to TCSG curriculum standards allows Georgia Northwestern Technical College to offer a warranty/guarantee to each graduate of its programs.

Advisory Committees

Each instructional program maintains contact with private industry through its occupational advisory committee.   An advisory committee is comprised of members of the business and industry community with interest in the college's mission and the specific program. Committee members are usually employers of program graduates. The committee meets twice annually and assures that desirable, relevant, and current practices of the occupation are being taught. The committee may also review the educational program, recommend admission requirements, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation, level of skills and/or proficiency required for completion, and appropriateness of the delivery mode for the program.

Guarantee/Warranty

Georgia Northwestern Technical College, through TCSG, guarantees that its graduates have demonstrated proficiency in those competencies defined in its 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, the college agrees to provide specific retraining to the student at no cost to the employer or graduate for tuition or instructional fees. This guarantee applies to any graduate of the college who is employed in the field of his or her training. To inquire or file a claim under this warranty, please call the Office of Academic Affairs.

Intellectual Property

To further its goal of making education accessible to as many people as possible, Georgia Northwestern Technical College owns the intellectual property rights to any and all works produced by or for the college. In order that Georgia Northwestern Technical College be able to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the college and anyone providing work for the college's use, represents and warrants that such works:

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

Directory Information

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that TCSG and its technical colleges, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from that student's education records.

However, TCSG or its technical colleges, may disclose appropriately designated "directory information" without written consent unless the student has advised TCSG or the technical college to the contrary. Public Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If a student does not want TCSG or the technical college to disclose directory information from his or her student education records without prior written consent, the student must notify TCSG or the technical college where he or she is enrolled, in writing, by the first day of the semester at the registrar's office at his or her technical college. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.

Even if a student elects to prohibit the release of directory information, TCSG or the technical college may still implement policies requiring the student to wear or present a student ID badge.

The Technical College System of Georgia and its technical colleges define "**public directory information**" as follows:

- Full name of student
- City of residence
- County of residence
- Major and field(s) of study
- Enrollment Status (full time, part-time, etc.)
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

The Technical College System of Georgia and its technical colleges define "**non-public directory information**" as follows:

- Address
- Email address
- Telephone Number

Non-public directory information is not available to the public, but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes.

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student. Questions concerning the release of student information should be addressed to the TCSG Office of Legal Services.

Last updated March 9, 2021

Policy for Student Photos and Videos

GNTC takes photographs and videos of students in various programs and events for use in official marketing materials. Examples of official marketing materials include, but are not limited to, newspaper advertising and articles, college publications, website advertising, and the college's website. Students agree to release and hold harmless Georgia Northwestern Technical College from any and all claims, damages, action, liability, and expense in connection with the use of their image. Students who do not wish to have their image used by the college must file a written request with Marketing and PR and must also notify the photographer or videographer of their wishes to be excluded in the case of any general photographs or video being taken.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA), with which Georgia Northwestern Technical College complies fully, was designated to protect the privacy of educational records.

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. The rights include:

- The right to inspect and review information contained in education records within forty-five days after the day that GNTC receives the request for access. Requests for access to records should be submitted to the GNTC registrar listing the records the student wishes to inspect.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the Registrar.
- The right to provide written consent before GNTC discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that GNTC may make without consent are listed in the Directory Information section.

  GNTC may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by GNTC in an administrative, supervisory, academic or research, or support staff position, including health or medical staff or outside personnel performing work usually performed by GNTC personnel; a person serving on TCSG or the technical college's board; a person employed by or under contract to TCSG or GNTC to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or GNTC law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or GNTC official in performing his or her tasks; or a contractor, consultant, volunteer or other party to whom TCSG or GNTC has outsourced institutional

services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.

- The right to file a complaint with the United States Department of Education concerning alleged failures by Georgia Northwestern Technical College to comply with the requirements of FERPA.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
(202) 260-3887

Any questions concerning FERPA should be directed to the Office of the Registrar.

Dana Walker, Registrar
Georgia Northwestern Technical College
One Maurice Culberson Drive
Rome, GA 30161
(706) 295-6938

Student Communication

Student Email Account

Georgia Northwestern Technical College generated email accounts are the official means of communication with students. Instructions can be found at www.gntc.edu under the Student Email link.

Student Media Information

Georgia Northwestern Technical College utilizes various social media sites to communicate information with students and the public regarding news and events at the college. GNTC's social media sites also provide a forum for students, faculty, and staff to communicate with one another. Students are encouraged to participate in GNTC's social media sites by joining, following, or becoming a fan of the college's sites including Facebook, Twitter, Instragram, and YouTube. To become part of GNTC's social media network, visit the college website at www.gntc.edu. Links to all of GNTC's social media sites can be found at the very bottom of the college's homepage, as well as a link to "Social Media Guidelines." Each student participating in any of GNTC's social media sites is responsible for reading and adhering to the policies found in the "Social Media Guidelines" document.

Bulletin boards and multi-media distribution monitors are located in designated areas of the college. It is the student's responsibility to read the bulletin boards and multi-media distribution monitors daily for important messages. Flyers, handbooks, posters, or other similar materials may not be posted on walls, doors, or windows.

GNTC Alert: Emergency Notification System

GNTC Alert is Georgia Northwestern Technical College's text message and email emergency notification system. It allows you to quickly receive emergency communications and other important information via text message and email. Notifications may be about inclement weather alerts or emergency incidents on campus.

Student & Employee Enrollment

All faculty, staff and students enrolled or working at GNTC will be automatically enrolled in the GNTC Alert system. If you need to update your information, please login to MyGNTC to make all updates. It is recommended that you should review your profile and emergency information periodically, optimally at the start of each semester, to ensure that it is up to date.

Community Enrollment

If you are not an active GNTC student or employee, and would like to enroll and receive notifications, you may do so by visiting our Rave login page and clicking on Register.

Contact for Trouble Shooting

If you need assistance, please contact Chad Cardin. View our Severe Weather Policy for more information.

Severe Weather Policy and Procedure

Decisions regarding conditions affecting Georgia Northwestern Technical College during emergency/severe weather will be made by the vice president of academic affairs, after consultation with the president. Announcements to employees and students concerning closing of college facilities, opening late, or closing early will be made as early in the day as possible. GNTC will announce closings or delayed openings through GNTC Alert!, GNTC's website at www.gntc.edu, and on GNTC's Facebook page. The college will not announce that it is open, only closings or delayed openings. It is the responsibility of each person to use his/her best judgment to decide if it is safe to travel.

In the event of severe/inclement weather, GNTC will communicate to students, faculty, and staff using the following methods:
- GNTC Website –www.gntc.edu
- GNTC Social Media Sites: Twitter and Facebook
- GNTC Alert System

Health and Safety

Georgia Northwestern Technical College campuses have first aid kits that meet OSHA standards. First aid kits are conveniently located in shops and labs and in public areas in each building. Students are referred to off-campus facilities for treatment of injuries or illnesses. Medical care at off-campus facilities is the student's financial responsibility. The college provides a student accident insurance plan for credit students that is especially designed for students of community and technical colleges. Complete details of the coverage may be obtained from the Office of the Registrar.

Children on Campus

If a student must bring his/her children to campus for such reasons as registration, buying books, etc., the children must remain under the supervision of the adult at all times. If the children are considered disruptive by a faculty or staff member of Georgia Northwestern Technical College, the student may be asked to leave the campus. However, to maintain a safe environment and one conducive to learning for all students, the children of a student are prohibited from being on the campus while the student is attending class or working in a lab.

GNTC Student Appearance and Dress Code

Georgia Northwestern Technical College recognizes that the dress and grooming of students are significant factors in the successful operation of the educational program. It is the responsibility of the college that students be made aware that appropriate dress, appearance, and hygiene are conducive to their personal well-being and the well-being of others.

Dress requirements may vary in classroom, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained.

All students should adhere to the general guidelines of the GNTC Student Dress Code. Any program-specific dress code requirements will be addressed by the individual program directors and/or instructors.

The following guidelines should be observed for dress and grooming by all students:
- Cleanliness of person and clothing is required.
- Shoes are to be worn at all times.
- Longer, knee-length to mid-thigh shorts/skirts such as dress shorts/skirts is acceptable.
- Tank tops, halter tops, tube tops, short shorts, or other garments defined as skimpy, scooped out at the neck and shoulder, or showing excessive amounts of skin area are considered inappropriate dress.
- Clothing referred to as pajama pants, lounge wear, and sleep wear are not acceptable dress.
- Clothing will be properly worn (belts buckled, shirts buttoned, pants worn above the hips so that undergarments are not visible). Clothing with derogatory, offensive, and/or lewd messages either in words or pictures is inappropriate for academic attire.

Students who are inappropriately dressed are subject to being asked to leave class in order to change into more appropriate clothing. The GNTC Student Dress Code is part of the Student Code of Conduct. Continued violation of the GNTC Student Dress Code can result in the students being subject to Student Disciplinary Procedures outlined in the GNTC Student Handbook.

Generally, common sense and good taste should prevail in matters of dress. Because of safety and other concerns in some programs, a professional dress code must be established and enforced.

Technology Resources

Students at GNTC have access to technology resources at all of the campuses. Open computer labs and computers in the libraries, all with up-to-date software and Internet access, give students the opportunity to work on class assignments, research topics, or search the Web. Other devices such as printers, copiers, fax machines, and scanners can also be found in the libraries for student use.

If appropriate for instruction, GNTC will have computers or other technological trainers/devices, all with up-to-date software, in the program classrooms to enhance the students' educational experience.

WiFi is available at each campus so that students can use their own devices on campus if they so choose.

Students are required to follow the GNTC Acceptable Computer Use Guidelines.

Campus Security

Campus Security Policies and Crime

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. This includes information on criminal actions or other emergencies occurring on campus and the college's response, policies concerning security and access to facilities, sexual harassment complaint procedures, and personal awareness and responsibilities of students to prevent and report crime. Annual crime statistics for offenses reported to the college and/or local police agencies are compiled and posted on the college website. Notification is given to current students and employees when the annual report is published prior to October 1. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, written reports, and information can be obtained from the safety and security director and campus managers.

Student Parking

The college has designated areas for student parking. All full and part-time students, faculty and staff are required to display a campus parking permit on his or her vehicle and to park in designated areas. There is no charge for the parking permit.

Not properly displaying a parking permit, or parking in unauthorized areas such as handicapped spaces, on yellow curbs, or in designated visitor, faculty, or staff parking, may result in the vehicle being towed, parking citations, and/or disciplinary action. Citations will also be issued to vehicles not following the speed limit, driving recklessly, or performing other actions deemed to be a safety risk for pedestrians. Parking permits can be obtained by visiting a Student Help Center located on any GNTC campus.

Tobacco Policy

In the interest of better promoting the health of our staff and students, Georgia Northwestern Technical College is a tobacco-free environment. Smoking and use of other tobacco products (e.g., smokeless tobacco, electronic cigarettes) will not be permitted on any college campus to include, but not limited to, campus buildings, sidewalks, parking lots, building entrances and common areas, and in college-owned vehicles.

Monitoring of this policy shall be the responsibility of the security personnel, faculty, and staff. Those students found violating this policy will be governed by the following:

First Offense
Warning

Second Offense
Referral by the security personnel, faculty, or staff to the supervisor of the area in which the offense occurs.

Additional Offenses
Referral by the supervisor of the area to the Student Disciplinary Officer for further action based on the Student Code of Conduct and treated as other disciplinary issues per the policies outlined in the GNTC Catalog and/or the Student Handbook.

Weapons on Campus

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting.

The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct and may result in disciplinary action up to and including expulsion consistent with guidelines of the Student Code of Conduct as well as possible criminal prosecution.

Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A.§ 16-8-12(a)(6)(A)(iii)
O.C.G.A.§ 16-7-80
O.C.G.A.§ 16-7-81
O.C.G.A.§ 16-7-85
O.C.G.A.§ 16-11-121
O.C.G.A.§ 16-11-125.1
O.C.G.A.§ 16-11-126
O.C.G.A.§ 16-11-127
O.C.G.A.§ 16-11-127.1
O.C.G.A.§ 16-11-129
O.C.G.A.§ 16-11-130
O.C.G.A.§ 16-11-133
O.C.G.A.§ 16-11-135
O.C.G.A.§ 16-11-137
O.C.G.A.§ 43-38-10

Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens and Airborne Pathogens/Tuberculosis

The State Board of the Technical College System of Georgia (SBTCSG), along with its work units and technical colleges, is committed to providing a safe and healthful environment for its employees, students, volunteers, visitors, vendors and contractors. SBTCSG Policy II.D. Emergency Preparedness, Health, Safety and Security compels technical colleges and work units to eliminate or minimize exposure to bloodborne and airborne pathogens in accordance with OSHA Standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens" as well as Centers for Disease Control (CDC) "Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Facilities, 2005." In pursuit of this goal, the Exposure Control Plan (ECP) is maintained, reviewed and updated at least annually to ensure compliance and protection for employees and students.

This Exposure Control Plan includes:
- clarification of program administration
- determination of employee and student exposure
- implementation of various methods of exposure control
  - standard precautions
  - engineering and administrative controls
  - personal protective equipment (PPE)
  - housekeeping
  - laundry
  - labeling
- vaccination for hepatitis B

- evaluation and follow-up following exposure to bloodborne/airborne pathogens (tuberculosis)
- evaluation of circumstances surrounding exposure incidents
- communication of hazards and training and
- recordkeeping

I.PROGRAM ADMINISTRATION

Frank Pharr serves as the Exposure Control Coordinator (ECC) and is responsible for the implementation, maintenance, review, and updating of the Exposure Control Plan (ECP). The ECC will be responsible for ensuring that all required medical actions are performed and that appropriate health records are maintained. Further, the ECC will be responsible for training, documentation of training as well as making the written ECP available to employees, students, and any compliance representatives.

Contact Information for Exposure Control Coordinator: Phone number: 706-295-6881

Cell: 706-639-7677 Email address: fpharr@gntc.edu   Fax: 706-295-6894

Those employees and students who are determined to be at risk for occupational exposure to blood, other potentially infectious materials (OPIM) as well as at risk for exposure to airborne pathogens/tuberculosis must comply with the procedures and work practices outlined in this ECP.

Georgia Northwestern Technical College is responsible for the implementation, documentation, review, and training/record keeping of standard precautions with respect to the areas of personal protective equipment (PPE), decontamination, engineering controls (e.g., sharps containers), administrative controls, housekeeping, laundry, and labeling and containers as required as assigned to designees. Further, adequate supplies of the aforementioned equipment will be available in the appropriate sizes/fit.

Contact Information for Responsible Person(s) or Department(s):

Please see appendix "X" for a complete list of designees and their contact information

GNTC contracts with Stericycle to remove "Sharps" utilized in training for all listed programs under "C" above. The contract for this service is kept in Administrative Services office on Floyd County Campus.

Georgia Northwestern Technical College (GNTC) engages in the following training, drills, and exercises regarding exposure control: Since exposure control is not a common occurrence in any Technical College GNTC limits the training, drills and exercises to those academic programs and Employee groups that require it. These activities consist of annually viewing training videos under the supervision of an individual licensed or credentialed in a healthcare profession and annual retraining in the methods used to reduce exposure when Bloodborne or airborne pathogens are present. Such activities include the use of Engineering controls, PPE, and proper hand washing techniques. Those employees not in category I or II will be encouraged, but not required, to view an online presentation on Bloodborne Pathogens and Airborne Pathogens. Each Program/Work Area is responsible for maintain and sharing these records with Human Resources and or the Exposure Control Officer. Appendix"A" at the end of this documents lists the planned training for all affected areas.

The protocol for annual review of the GNTC ECP is that the ECC prepares the annual Exposure Control Plan in accordance with guidance from the TCSG representative for Exposure Control and submits it for approval prior to dissemination to all affected Academic Programs and employee areas

within the college. If needed updated information will be provided in a timely fashion to all affected areas within the college should new information become available.

II. EXPOSURE DETERMINATION

Employees and/or students are identified as having occupational exposure to bloodborne/airborne pathogens based on the tasks or activities in which they engage. These tasks or activities are placed into categories as defined by the 1987 joint advisory notice by the U.S. Department of Labor and the U.S. Department of Health and Human Services. The relative risk posed by these tasks or activities, as well as the measures taken to reduce or eliminate risk of occupational exposure are also determined by the category.

Category I: A task or activity in which direct contact or exposure to blood, other potentially infectious materials, or airborne pathogens (tuberculosis) is expected and to which standard precautions apply.

Category II: A task or activity performed without exposure to blood or other potentially infectious materials, or airborne pathogens (tuberculosis) and to which universal precautions apply, but exposure to another person's blood or to OPIM might occur as an abnormal event or an emergency or may be required to perform unplanned Category I tasks or activities.

Category III: A task or activity that does not entail normal or abnormal exposure to blood or other potentially infectious materials, or airborne pathogens (tuberculosis) and to which standard precautions do not apply.

Employees or students who engage in tasks or activities which are designated as Category I or II, as well as their occupational area, are considered to be "covered" by the parameters of the ECP, including part-time, temporary, contract and per-diem employees.

The following is a list of job and/or student program classifications which have Category I or II occupational exposure. Included is a list of the tasks or activities or groups of closely related tasks or activities in which occupational exposure may occur for these individuals.

Job/Program Title	Occupational/Program Area	Task/Activity
Early Childhood Care & Education	Public Service	Category II
Criminal Justice and POST Training	Public Service	Category II
Maintenance/Custodial	Facilities Department	Category II
Security	Facilities Department	Category II
Associate Degree Nursing	Health Sciences Division	Category I
Central Sterile Processing	Health Sciences Division	Category I
Certified Nurse Assistant	Health Sciences Division	Category I
Dental Assisting	Health Sciences Division	Category I
EMT/Paramedic Technology	Health Sciences Division	Category I
Medical Assistant	Health Sciences Division	Category I
Patient Care Assistant	Health Sciences Division	Category I
Phlebotomy Technician	Health Sciences Division	Category I
Practical Nursing	Health Sciences Division	Category I
Radiologic Technology	Health Sciences Division	Category I

| Surgical Technology | Health Sciences Division | Category I |
| Ultrasound Programs | Health Sciences Division | Category I |

III. IMPLEMENTATION OF METHODS OF EXPOSURE CONTROL

Standard Precautions: All covered employees and students will use standard precautions as indicated by the task or activity.

Exposure Control Plan:
1. All covered employees and students will receive an explanation of this ECP during their initial training or academic experience, as well as a review on an annual basis. All covered employees and students can review this ECP at any time while performing these tasks or activities by contacting Frank Pharr. If requested, a hard copy of this ECP will be provided free of charge within 15 business days of request.
2. The ECC will review and update the ECP annually, or more frequently if necessary to reflect any new or modified tasks or activities that affect occupational exposure and to reflect new or revised employee classifications or academic programs with potential for occupational exposure.

IV. Personal Protective Equipment:

Follow standard precautions with regard to personal protective equipment for identified category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:

Appropriate personal protective equipment (PPE) is provided to covered employees at no cost and available to covered students at the student's expense. Training/recording keeping in the use of PPE for specific tasks is provided by those individuals designated in Appendix "B".

All covered employees and students using PPE must observe the following precautions:
1. Wash hands immediately or as soon as feasible after removing gloves or other PPE.
2. Remove PPE after it becomes contaminated and before leaving the work area.
3. Contaminated PPE must be disposed of in designated biohazard trash containers.
4. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
5. Utility gloves may be decontaminated for reuse if their integrity is not compromised. Utility gloves should be discarded if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
6. Never wash or decontaminate disposable gloves for reuse.
7. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
8. Remove immediately, or as soon as feasible, any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.The protocol for handling contaminated PPE is as follows: All contaminated PPE in designated biohazard trash containers will be stored in designated areas to be picked up on an as needed basis with a contracted disposal service.

V. Decontamination:

Follow standard precautions with regard to decontamination for identified category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:

1. Training/record keeping for decontamination.
2. Documenting all category I and category II task decontaminations.

VI. **Engineering and Administrative Controls:**

Follow standard precautions with regard to engineering and administrative controls for identified category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:

1. Specific engineering and administrative controls for specified tasks or activities are developed and implemented to reduce or eliminate occupational exposure by each program or plan included college department.
2. Protocol and documentation of the inspection, maintenance and replacement of sharps disposal containers is determined and documented by each program or plan included college department.
   a. The processes for assessing the need for revising engineering and administrative controls, procedures, or products, and the individuals/groups involved includes but is not limited to advisory committee groups for programs, the college ECP committee, the Academic Leadership Team, and leadership of plan included college departments.

VII. Housekeeping:

Follow standard precautions with regard to housekeeping for identified category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:

1. Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.
2. The protocol for handling sharps disposal containers is that they will be stored in designated areas to be picked up on an as needed basis with a contracted disposal service.
3. The protocol for handling other regulated waste is that it will be stored in designated areas to be picked up on an as needed basis with a contracted disposal service.
4. Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers must be easily accessible and as close as feasible to the immediate area where sharps are used.
5. Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.
6. Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

VIII. Laundry:

Follow standard precautions with regard to laundry for identified category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:

1. Contaminated articles will be laundered or sent for laundering on an as needed basis as designated by each program director or plan included college department.
   a. Handle contaminated laundry as little as possible, with minimal agitation.
   b. Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use either red bags or bags marked with the biohazard symbol for this purpose.
   c. Wear PPE when handling and/or sorting contaminated laundry as recommended following standard precautions.
2. The following laundering requirements must be met (document procedures):

IX. Labeling and Containers:

Follow standard precautions with regard to labeling and containers for identified category I and II tasks. The individuals identified in I. C. are responsible for implementing and documenting the following:

The following labeling methods are used in this facility:

Equipment to be Labeled   *Label Type (size, color)*

Specimens, Contaminated laundry,   red bag, biohazard label

Sharps Containers

The persons listed in Appendix "X" are responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into or out of the facility. Employees and students are to notify their instructor or supervisor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper   labels.

X.VACCINATION FOR HEPATITIS B

Frank Pharr will ensure training is provided to covered employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability. All program directors listed in Appendix "X" will ensure that the same content training is provided to covered students.

The hepatitis B vaccination series is available at no cost after initial covered employee training and within 10 days of initial assignment to all covered employees identified in the exposure determination section of this plan. The hepatitis B vaccination series is available to covered students at cost after initial covered student training and within 10 days of initial assignment to all covered students identified in the exposure determination section of this plan.

Vaccination may be precluded in the following circumstances: 1) documentation exists that the covered employee or covered student has previously received the series; 2) antibody testing reveals that the employee or student is immune; 3) medical evaluation shows that vaccination is contraindicated; AND (4) following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the covered employee or student within 15 days of the completion of the evaluation. It will be limited to whether the covered employee or student requires the hepatitis B vaccine and whether the vaccine was administered.

If a covered employee or student declines the vaccination, the covered employee or student must sign a declination form. Covered employees or students who decline may request and obtain the vaccination at a later date at no cost to covered employees or at cost to covered students. Documentation of refusal of the vaccination is kept in the medical records of the individual.

Vaccination will be provided by specified local county health departments or clinics or medical offices as determined by the Human Resources Department for employees and by the medical provider chosen by them for students.

XI. POST-EXPOSURE FOLLOW-UP

Should an exposure incident occur, contact the Frank Pharr at 706-295-6881.

An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

1. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).

2. For blood or OPIM exposure:

- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's/student's health care provider.

- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.

- Exposure involving a known HIV positive source should be considered a medical emergency and post-exposure prophylaxis (PEP) should be initiated within 2 hours of exposure, per CDC recommendations.

- Assure that the exposed employee/student is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).

- After obtaining consent, collect exposed employee's/student's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.

- If the employee/student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

   3. For airborne pathogen (tuberculosis):

- Immediately after the exposure of covered employee or student, the responsible supervisor, the work unit or technical college Exposure Control Coordinator (ECC) and the authorized contact person at the clinical or work site shall be notified and should receive documentation in writing. Documentation of the incident is to be prepared the day of the exposure; on an Exposure Incident Report and Follow-Up Form for Exposure to Bloodborne/Airborne Pathogens (Tuberculosis); promulgated within 24 hours of the incident; and recorded in the Exposure Log.

- The exposed covered employee or student is to be counseled immediately after the incident and referred to his or her family physician or health department to begin follow-up and appropriate therapy. Baseline testing should be performed as soon as possible after the incident. The work unit or technical college is responsible for the cost of a post-exposure follow-up for both covered employees and students.

- Any covered employee or student with a positive tuberculin skin test upon repeat testing, or post-exposure should be clinically evaluated for active tuberculosis. If active tuberculosis is diagnosed, appropriate therapy should be initiated according to CDC Guidelines or established medical protocol.

XII. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

Frank Pharr ensures that those individuals designated in Appendix "X" responsible for the covered employee or student hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The individuals designated in Appendix "X" will ensure that the health care professional evaluating a covered employee or student after an exposure incident receives the following:

1. a description of the covered employee's or student's tasks or activities relevant to the exposure incident

2. route(s) of exposure

3. circumstances of exposure
4. if possible, results of the source individual's blood test
5. relevant covered employee or student medical records, including vaccination status

During the period of the 2017-2018 HCCP the following incidents surrounding exposure control occurred: Sharps injuries----_3_; Other exposure to Bloodborne Pathogens __NA__; Airborne Pathogen exposure __2__.

XIII. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The individuals designated in Appendix "X" will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- administrative practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (O.R., E.R., patient room, etc.)
- procedure being performed when the incident occurred
- training records of covered employee or studentThe individuals designated in Appendix "X" will submit documentation to the Exposure Control Coordinator to record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary, the Exposure Control Coordinator will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding individuals/occupational areas to the exposure determination list, etc.)

XIV. COMMUNICATION OF HAZARDS AND TRAINING

All employees and students who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

1. a copy and explanation of OSHA's bloodborne pathogen standard
2. an explanation of our ECP and how to obtain a copy
3. an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
4. an explanation of the use and limitations of engineering controls, work practices, and PPE
5. an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
6. an explanation of the basis for PPE selection
7. information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge to covered employees and at cost to covered students
8. information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
9. an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available

10. information on the post-exposure evaluation and follow-up that the employer/college is required to provide for the covered employee or covered student following an exposure incident

11. an explanation of the signs and labels and/or color coding required by the standard and used at this facility

12. and an opportunity for interactive questions and answers with the person conducting the training session.

Training materials are available from the Exposure Control Coordinator or his designee.

XV. RECORDKEEPING

Training Records

1. Training records are completed for each covered employee and student upon completion of training. These documents will be kept for at least three years in a specific ECP training folder in Human Resources for all employees and in designated folders in student files for program applicable student records maintained by respective program directors.

2. The training records include:

   a. the dates of the training sessions

   b. the contents or a summary of the training sessions

   c. the names and qualifications of persons conducting the training

   d. the names and job titles/department of all persons attending the training sessions

3. Training records are provided upon request to the covered employee or student or the authorized representative of the employee or student within 15 working days. Such requests should be addressed to the Exposure Control Coordinator, Frank Pharr.**Medical Records**

1. Medical records are maintained for each covered employee or student in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

2. Human Resources is responsible for maintenance of the required medical records for employees. These confidential records are kept in the department of Human Resources at respective campuses for at least the duration of employment or attendance plus 30 years. Student medical records will be maintained by the respective program directors in the programs attended by said students for at least the duration of three years.

3. Covered employee or student medical records are provided upon request of the employee or student (***for students this is only for post-exposure treatment or follow-up***) or to anyone having written consent of the employee or student within 15 working days. Student requests should be sent to the respective program directors; whereas, employee requests should be sent to the department of Human Resources.

Recordkeeping

1. An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Exposure Control Coordinator, Frank Pharr.

Sharps Injury Log

1. In addition to the 29 CFR 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

   a. date of the injury

   b. type and brand of the device involved (syringe, suture needle)

    c. department or work area where the incident occurred explanation of how the incident occurred.

1. The Sharps Injury Log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

Appendix B

EXPOSURE CONTROL PLAN TRAINING LIST

Program/Work Area	Trainer	Date	Training Topic
Early ChildhoodCare & Education	Laverne Pruitt	Fall and Spring Semester - ECCE 1105	OSHA's Blood borne Pathogens Standard Protecting yourself from Aids and Hepatitis; CPR and First Aid Training
Criminal Justice	Tyler Gayan Tony Adams	CRJU 1062 or CRJU 1072 (offered alternately each Fall semester).FOSC 2010 – Fall semester FOSC 2011 – Spring semester	Blood Borne and Airborne Pathogens
POST Training	James Pledger	Summer Semester, LETA 1010	Blood Borne Pathogens Standards. Hepatitis and Aids; CPR and 1st Aid
Maintenance/Custodial	Jeff Agan	Fall Semester	Blood Borne Pathogens- Hazard Communication Standard
Security	Chad Cardin	Fall Semester	Blood Borne Pathogens- Hazard Communication Standard
Associate Degree Nursing	Lauren Elsberry	Fall SemesterRNSG 1112 Nursing Fundamentals	Blood Borne and Airborne PathogensMedical Asepsis and Infection Control
Practical Nursing/CNA	Nicole Sheridan	Spring/Fall every year – PNSG 2030 Nursing Fundamentals	Medical Asepsis and Infection Control
Dental Assisting	Allison Patnode - GCC	First Semester of program DENA 1050	Blood Borne Pathogens- Hazard Communication Standard
EMT/Paramedic	Claudio Leyssens EMT/Paramedic	First Semester of Each Program (EMSP 1110 –	Blood Borne and Airborne Pathogens

		EMTEMSP 2110 - Paramedic)	
Medical Assisting	Jennifer Stephenson	Every Fall Semester in MAST 1080	Blood borne and Airborne Pathogens
Phlebotomy Technician	Emily Page	PHLT 1030 Fall and Spring Semester	Blood Borne and Airborne Pathogens
Radiologic Technology	Susan Wheat	Every Fall Semester in RADT 1010	Blood borne and Airborne Pathogens
Respiratory Care	Zenia Bratton	Summer Semester; RESP 1120	Blood Borne and Airborne Pathogens
Surgical Technology Central Sterile Processing	Michael Barrett	Each Spring SURG 1010	Blood Borne and Airborne Pathogens
Ultrasound Programs	Nina Madden	Each Fall	Blood Borne and Airborne Pathogens

Note, Each Instructor attends another instructor's class to be refreshed each year.

Appendix X

Job/Program Title	Task/Activity	Responsible person	Contact info
Early Childhood Care & Education	Category II	Laverne Pruitt	706-764-3848
Criminal Justice	Category II	Tyler Gayan	706-378-1706
POST Training	Category II	Jim Pledger	706-378-1735
Maintenance/Custodial	Category II	Jeff Agan	706-295-6974
Security 6552	Category II	Chad Cardin	706-295-
Associate Degree Nursing	Category I	Denise Grant	706-764-3532
Practical Nursing/ Patient Care Assisting /			

Certified Nursing Assistant	Category I	Suzanne Pauley	706-295-6968
Dental Assisting	Category I	Alison Patnode	706-378-1754
EMT/Paramedic Technology	Category I	Claudio Leyssens	706-295-6886
Medical Assistant	Category I	Jennifer Stephenson	706-295-6479
Phlebotomy Technician	Category I	Emily Page	706-295-6881
Radiologic Technology/ Mammography	Category I	Susan Wheat	706-295-6955
Respiratory Care	Category I	Zenia Bratton	706-295-6910
Surgical Technology/ Central Sterile Processing	Category I	Michael Barrett	706-764-3721
Ultrasound Programs	Category I	Nina Madden	706-295-5860

Georgia Campus Carry Bill – Student Guidance and Education

- Date of implementation July 1, 2017
- Break down elements of Ga. statute 16-11-127.1
  1. Must be 21 or over (unless an active member of the military)
  2. Applies to anyone on campus-- student, faculty, staff, contractor or visitor
  3. Applies only to handguns (revolvers and pistols)
  4. Must have valid GA Weapons Carry License (WCL) or a weapons carry license or permit from a reciprocal state provided that the license carrier is not a resident of GA. If they become a GA

resident they must obtain a GA carry license (active military exception)

    5. Locations authorized:

        -In any building or on real property (buildings or land) owned or leased by the college, unless specifically prohibited below

    6. Locations prohibited

        - Any buildings or property used for athletic sporting events (while athletic event is occurring)

        - Student housing (includes fraternity and sorority houses)

        - Preschool or childcare spaces (defined as separated by electronic mechanism or human - staffed point of controlled access)

        - College and Career Academies

        - Classes w/dual enrollment students (defined as the space or room being currently used for dual enrollment instruction)

        - Faculty, staff or administrative offices

        - Rooms where disciplinary hearings are conducted

    7. Must be concealed

        - Concealed defined—carried in such a fashion it does not actively solicit the attention of others… is not openly and intentionally displayed. Substantially covered by an article of clothing, or carried within a bag of nondescript nature

Additional Points for Consideration:

- It is incumbent upon the weapons carry license holder to know the law and follow it at all times.
- It is the responsibility of the license holder/gun owner to ensure that they have received gun safety training on proper loading, use and carry (including concealed carry) of a firearm. Colleges (including their police or security departments) will not provide firearms training to anyone other than employed sworn police officers.
- Active Shooter training is provided to all students and employees. In the event of an active shooter type occurrence, police will respond with the intent of locating and stopping the threat. It is the responsibility of the licensed carrier to clearly identify themselves and immediately obey all instructions given by law enforcement.

Frequently Asked Questions:

1. Where can weapons be secured when not being carried on campus by permit holder? The gun owner's vehicle. Schools will not provide weapons storage facilities.
2. How will anyone know whether a class has dual enrollment students in it? It is incumbent upon the licensed carrier to determine when these conditions exist and not violate the law. Students may ask their fellow classmates if anyone is a dual enrollment or high school student, however, fellow students are not required to identify themselves as dual enrollment or high school student.
3. What is penalty for violation? See OGCA 16-11-127.1. If the violator has a valid carry license, on first offense, the penalty is a misdemeanor and a $25 fine. If the violator does not have a carry license the charge is a felony.

4. Can law enforcement ask to see weapon carry license at any time? Law enforcement may not detain an individual for the sole purpose of asking if they have a carry license or requesting to view it.

5. Must the permit be on your person while carrying? Yes

6. Does it apply to any area where a student conduct hearing may occur or has occurred? It applies to any area where a student conduct hearing is occurring or will occur in the immediate future.

7. What happens when high school (or younger) students are in common areas? The prohibition only applies to areas in current use for instruction of students who are dual enrollment. Common areas where these students may be present are not covered.

Student Code of Conduct

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

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community.

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

It is the policy of the Technical College System of Georgia to provide technical and adult education programs for the people of Georgia. Technical Colleges 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, the Technical College System of Georgia establishes a Student Code of Conduct.

The Student Code Of Conduct can be found in the Student Handbook at http://gntc.smartcatalogiq.com/2020-2021/Student-Handbook/Student-Rights-and-Responsibilities/Student-Code-of-Conduct.

Student Disciplinary Policy and Procedure

The college administration reserves the right to maintain a safe and orderly educational environment for Students and staff. Therefore, when, in the judgment of Technical College officials, a Student's conduct disrupts or threatens to disrupt the Technical College Community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on

campus. This procedure is intended to provide an orderly protocol for handling Student disciplinary cases in accordance with the principles of due process and justice.

Student Disciplinary Policy and Procedure can be found in the Student Handbook at http://gntc.smartcatalogiq.com/en/2018-2019/Student-Handbook.

Unlawful Harassment and Discrimination of Students- Policies

I. Purpose:

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges are provided access to a safe educational environment free from any discrimination on the basis of sex. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct ("prohibited conduct"). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct, and may be barred from campus.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG will not tolerate retaliation for having filed a good faith complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

The following persons have been designated to handle inquiries regarding harassment and nondiscrimination policies:

Report complaints concerning harassment and/or discrimination on the basis of race, color, creed, national or ethnic origin, gender, age, religion, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) to:

Jan Lanier
Title IX/Equity Coordinator
Floyd County Campus, Room A-127C
One Maurice Culberson Drive
Rome, GA 30161
jlanier@gntc.edu
706-295-6908

Report complaints concerning discrimination on the basis of disability to:

Kevan Watkins
Section 504 & ADA Coordinator
Floyd County Campus, Room A-127e
One Maurice Culberson Drive
Rome, GA 30161
kwatkins@gntc.edu
706-295-6517

II. Applicability:

All work units and technical colleges associated with the Technical College System of Georgia.

III. Related Authority:

20 U.S.C. §§ 1681 et seq.
O.C.G.A. § 19-7-5
Violence Against Women Reauthorization Act of 2013
Campus Sexual Violence Elimination Act (Campus SaVE)
Titles VI and VII of the Civil Rights Act of 1964
Title IX of the Educational Amendments of 1972

IV. Definitions:

DEFINITIONS:

Advisor: the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process, but may not speak on behalf of the party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, TCSG will furnish an Advisor to the Party. The Advisors are intended to maintain Privacy and confidentiality to the extent permitted by law.

Affirmative Consent: affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred "against the person's will."

Appeal Officer: the Commissioner of TCSG or his designee, who will review the Parties' appeals and issue the Notice of Outcome of Appeal.

Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

Complainant: the Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue.

Confidential Resource: a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College's Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).

Confidentiality: exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

Court Order: any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another TCSG community member, such as an emergency, temporary or permanent restraining order.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.

Decision-Maker: a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility

Domestic Violence: a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Duress: a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the Complainant and their relationship to the Respondent, are relevant factors.

Employee: any individual employed in a full or part time capacity in any TCSG work unit or technical college.

Expert Witness: a Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence.

Force: an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.

Formal Complaint: a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

Hearing: a live hearing conducted with all Parties physically present in the same geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant questions and follow-up questions, including those challenging credibility. A recording or transcript of the hearing will be made.

Hearing Coordinator: the person who manages Hearings under this Title IX Procedure.

Hearing File: the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.

Hearing Schedule: a time-table specific to each matter that schedules key dates for the matter after it has been charged.

Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

Incapacitation: a state where a person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.

Informal Resolution: a voluntary process that the Parties may consent to participate in, as described in Section IV.F.

Initial Report: a report of conduct that may constitute Title IX Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures, as described in Section IV.A.1.

Intimidation: includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.

Investigation: the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.

Investigative Report: a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.

Investigator: the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.

Menace: a threat, statement, or act showing intent to injure someone.

New Evidence: evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.

Nonforcible Sexual Violations: Any of the following acts:

1. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
2. Statutory Intercourse Violation: nonforcible sexual intercourse with a person who is under the statutory age of consent of Georgia.

Notice of Charge: the formal notification issued by the Title IX Coordinator following an Investigation that the matter will be charged and will proceed to a Hearing.

Notice of Dismissal: the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.

Notice of Formal Complaint: the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.

Notice of Outcome of Appeal: a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.

Party/Parties: the generic or collective term used to refer to Complainant(s) and Respondent(s).

Preponderance of the Evidence: the standard of proof used by the Investigator and the Decision-Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.

President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

Privacy: means that information related to a complaint will be shared with only a limited number of TCSG employees who "need to know" in order to assist in the assessment, Investigation, and resolution of the report. All employees who are responsible for TCSG's response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy.

Rebuttal Evidence: evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.

Remedies: individualized measures implemented after a Hearing or as part of an Informal Resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

Respondent: the person alleged to have engaged in Title IX Prohibited Conduct.

Retaliation: includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.

Sanctions: individualized measures implemented after a Hearing that may be disciplinary in nature.

Sexual Assault: any of the following acts:

1. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
2. Sodomy: oral or anal sexual intercourse with another person:
   - forcibly and/or against that person's will; OR

- ·• not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

3. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:

- forcibly and/or against that person's will; OR

- ·not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

4. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification:

- forcibly and/or against that person's will (non-consensually); OR

- not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment, or deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

Title IX Sexual Harassment: conduct, on the basis of sex that satisfies one or more of the following:

1. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.

2. an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

TCSG Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

TCSG Program or Activity: locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College.

Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

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Floyd County Campus, Room A-127C
One Maurice Culberson Drive
Rome, GA 30161
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Violence: the use of physical force to cause harm or injury.

Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

Witness: a person asked to give information or a statement under this Title IX Procedure.

   Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal.

V. Procedure:

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). The college president will ensure the designated officials have received appropriate training.

2. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of sex discrimination or harassment.

3. The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or

corrective measures have been taken to prevent sex discrimination and sexual misconduct. The training materials will be posted on the college's website or made available for members of the public to inspect.

4. Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and to provide programs for ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.

5. Each technical college shall publish a list of local sources for counseling, support and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format) Individuals who report sexual violence, sexual assault, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

B. Reporting and Management Action

1. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define "sexual harassment" to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively "Title IX Prohibited Conduct," as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to unlawfulharassment@tcsg.edu.

2. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

3. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.

4. All allegations of sex discrimination and sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.

5. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the Investigator assist the student with notifying local law enforcement authorities. If a technical college's campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the college shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.

6. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to

prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken. --Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college's Annual Security Report ("ASR"). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.

7. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted and the reasons for the denial.

8. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate corrective actions are considered and taken.

9. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively.   The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.

10.   Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

11.   Supportive measures must be offered to the complainant by the college president or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals

12.   Discretionary Dismissal.

1. TCSG and/or the College may dismiss the Formal Complaint if:the Respondent is no longer enrolled or employed by TCSG and/or the College; specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.

2. A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received,the

Title IX Coordinator will inform the Complainant that the TCSG and/or the College's ability to respond to the allegation may be limited if the allegations are withdrawn.

3. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

C. Investigations

1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.

2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.

3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.

4. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.

5. The investigation should be completed within 45 business days of the receipt of the complaint by the Investigator. The investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.

6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.

7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.

8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.
   - It is important that all parties preserve any documents or other evidence which may pertain to the investigation.
   - Any medically related evidence is best preserved by trained medical personnel.
   - Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.

9. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to

interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.

10.   Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.

11.   A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.

12.   If the Investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

D. Hearings

1. Format of Hearing:
   a. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
   b. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.

2. Recording of Hearing:
   a. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request.

3. Role of Advisor:
   a. If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.

4. Role of the Decision-Maker:
   a. The Decision-Maker will:
      i.   be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure;

      ii.   preside over the Hearing and will issue the Written Determination Regarding Responsibility;

      iii.   be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.

b. Conflict of Interest:

      i.   No person who has a conflict of interest may serve as the Decision-Maker.

      ii.   A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.

      iii.   Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.

      iiii.   A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.

      iiiii.   A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.

c. At the Hearing, the Decision-Maker will:

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

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

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

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

5. Hearing Process:

1. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.

2. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.

3. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).

4. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.

5. The Decision-Maker may ask questions of the Parties and/or Witnesses.

6. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.

7. Written Determination Regarding Responsibility:

1. The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:

   • identification of the allegations potentially constituting Title IX Prohibited Conduct;

   • a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;

   • findings of fact;

   • conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;

   • the rationale for the result as to each allegation;

   • any disciplinary Sanctions imposed on the Respondent;

   • whether Remedies or Supportive Measures will be provided to the Complainant; and

   • information about how to file an appeal.

2. Sanctions:

   • The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.

   • The Decision-Maker may also consult with TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.

   • The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.

3. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.

4. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:

   • For students, to the Office of Student Affairs

   • For staff, to Human Resources

   • For faculty, to the Office of Academic Affairs

5. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.

6. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator.

7. The Written Determination Regarding Responsibility becomes final:

- if an appeal is not filed, the date on which an appeal would no longer be considered timely; or

- if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

E. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.

    a. Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees.

    b. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.

    c. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.

3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission.

    a. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.

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

F. Appeals

1. Appeal of a Written Determination Regarding Responsibility

1. Submission of Appeal

1. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.

2. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.

3. The Appeal Officer will be the Commissioner of TCSG or his designee.

4. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.

5. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).

    b. Grounds for appeal are limited to the following:

1. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
2. Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?
3. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
4. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?
5. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).

      NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.

    c. Receipt of Appeal

1. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
2. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
3. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
4. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted

    d. Response to Appeal

1. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
2. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
3. Each response by the Title IX Coordinator should be no more than 1,500 words.
4. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.

    e. Appeal Decision

1. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.
2. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.
3. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

VI. Record Retention

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

Complaint Resolution and Appeals

Georgia Northwestern Technical College is committed to ensuring an environment that is fair, humane, and respectful for all students, an environment that supports and rewards students on the basis of relevant considerations, and that is free from illegal or inappropriate conduct.

In an instance of perceived violation of college policies, standards of professional conduct or state or federal law, a student may file a complaint, which shall be resolved as addressed in these policies and procedures. Individuals may follow an informal and/or formal process to reach resolution of the complaint. (At no time will college policy contradict policy and procedure as determined by the Technical College System of Georgia as listed in the TCSG Policy and Procedures Manual at www.tcsg.edu. If a contradiction is realized, the TCSG Policy will prevail.)

Retaliation in any form against individuals bringing grievances is prohibited and will subject the retaliating individual to disciplinary action. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

The Informal Process

Complainants are encouraged to seek informal resolution of their grievances or concerns. This procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of different perspectives regarding the complaint. An individual is not required to seek resolution nor does the seeking of an informal resolution prohibit the individual from filing a formal grievance or complaint. Contacts for filing grievances or complaints are discussed below.

Gender-Sexual Harassment (Title IX) Complaints

It is the purpose of this procedure to ensure that all students and employees within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the

United   States   of   America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any student who alleges a violation of sexual harassment shall notify the college's Title IX Coordinator following the alleged incident. The complaint must be in writing, signed by the complainant, and shall contain a brief description of the alleged violation.

More information about GNTC's sexual harassment and gender discrimination policies can be found by clicking here, and in the TCSG State Board Policies and TCSG Procedures Manual by clicking here.

Please submit any sexual harassment/gender discrimination complaint in writing to the following Title IX coordinator:

Jan   Lanier
Title   IX/Equity   Coordinator
Floyd   County   Campus,   Room   A-127C
One   Maurice   Culberson   Drive
Rome,   GA   30161
jlanier@gntc.edu
706-295-6908

The Formal Process

If resolution is not satisfactory at the informal levels, or if a student does not wish to follow the informal process, a student may submit a formal complaint. A formal complaint must be in writing and must specifically state the basis for the complaint and the remedy that the student seeks.

The procedures for formal complaint and the person to whom the student addresses a formal complaint may be different based on the type of formal complaint. Types of complaints and procedures for seeking resolution are addressed below.

Academic and Grade Appeals

Any student at Georgia Northwestern Technical College who feels he/she has an academic complaint should first seek resolution of the complaint with the instructor of the class in which the situation has occurred. The complaint should be presented to the instructor in written form, and dated, in order to better establish a timeline for resolution of the complaint.

The complaint should be brought to the instructor's attention before the end of the semester in which the situation occurred. In any case the complaint must be brought to the attention of GNTC faculty before the beginning of the next academic session.* Failure to lodge a complaint in a timely fashion may preclude the student from filing said complaint at a later date. Once a student has notified the instructor of the complaint the instructor has five (5) business days to reply in writing. This reply should list the student's original complaint and the solution offered by the instructor. A

copy of the original complaint and a copy of the instructor's response will be forwarded to the instructor's dean of academic affairs.

If the student does not get a satisfactory resolution to his/her complaint, resolution may be sought by appealing to the dean of academic affairs for the instructor of the course in which the situation arose. A written description of the incident, including all pertinent details and the solution offered by the instructor, must be given to the dean. The appeal must be received within ten (10) business days after the failure to receive satisfaction from the instructor. Once the dean receives the formal complaint, he/she has seven (7) business days to reply in writing to the student.

If the student is still not satisfied with the results of their complaint he/she has ten (10) business days from the time of the receipt of the decision in which to file a written appeal with the vice president of academic affairs (VPAA) at GNTC.

Once the student has filed a written appeal with the VPAA, he/she should expect to receive a reply within ten (10) business days. Once the vice president makes a decision on the appeal, that decision is final. No further appeal is heard.

*NOTE: If there is a dispute over the final grade awarded for a particular course, then the student must initiate the grade appeal process, in writing, no later than the end of the third week of the subsequent semester for which the grade was earned.

Equal Opportunity Complaint or Appeal

Students of Georgia Northwestern Technical College should report any alleged discrimination 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), to the person designated below as the coordinator. The coordinator should complete the information process and submit to the president within 12 days of the complaint. Report complaints concerning discrimination on the basis of race, color, creed, national or ethnic origin, gender, age, religion, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) to Sonya Briscoe.

Report complaints concerning discrimination to:

Jan Lanier
Title IX/Equity Coordinator
Floyd County Campus, Room A-127C
One Maurice Culberson Drive
Rome, GA 30161
jlanier@gntc.edu
706-295-6908

Report complaints concerning discrimination on the basis of disability to:

Kevan Watkins
Section 504 & ADA Coordinator
Floyd County Campus, Room A-127e
One Maurice Culberson Drive
Rome, GA 30161
kwatkins@gntc.edu
706-295-6517

•or complete the Barrier/Access Alert Form

Non-Academic Complaint or Appeal

Any person with a complaint or appeal not addressing equal opportunity, gender/sexual harassment, student discipline, or academics should forward the complaint and any clarifying information to the appropriate vice president. The appropriate vice president will investigate the complaint to determine its validity. This would include:

1. A meeting with the student or other individual
2. A meeting with faculty or staff member against whom the complaint was lodged. In case of a complaint regarding procedures, the meeting would be with the individual responsible for the particular program or service in question.
3. Meetings or discussion with other appropriate faculty, staff, or students.The vice president, upon clarifying the nature of the complaint, should respond in writing to the student lodging the complaint within seven (7) days. The response should include:

1. Acknowledgment of receipt of the complaint.
2. A statement regarding action taken.Copies of the response should be forwarded to:

1. The faculty or staff member involved.
2. The student's file.NOTE: Any complaint or grievance filed against a vice president should be made directly to the college president. Any complaint against a college president should be made directly to the TCSG commissioner.

Financial Aid Appeal

Students will be notified of their failure to make satisfactory progress. If the student feels there were extenuating circumstances beyond his/her control that kept him/her from maintaining satisfactory progress, he/she may appeal in writing by completing the Financial Aid Appeal form (supporting documentation must be attached). The financial aid director will refer the appeal to the Appeals Committee for review. Appeal forms are available from the Financial Aid Office or from the college website. Students will be notified of the Committee's decision within two weeks of submitting the appeal.

Financial Aid Appeal Form

Unlawful Harassment and Discrimination of Students

It is the policy of the Georgia Northwestern Technical College (GNTC) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner.

GNTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

GNTC follows procedures specified by the Technical College System of Georgia (TCSG) for reports of unlawful harassment and discrimination of students.

Report complaints concerning Unlawful Harassment (inlcuing sexual harassment and sexual violence) to:

Jan Lanier
Title IX/Equity Coordinator
Floyd County Campus, Room A-127C
One Maurice Culberson Drive
Rome, GA 30161
jlanier@gntc.edu
706-295-6908

Other Student Non-Academic Complaints or Appeals

Any person with a complaint or appeal not addressing equal opportunity, gender/sexual harassment, academics, or student discipline (found in the Handbook) should forward the complaint and any clarifying information to the appropriate vice president. The appropriate vice president will investigate the complaint to determine its validity. This would include:

1. A meeting with the student.
2. A meeting with faculty or staff member against whom the complaint was lodged. In case of a complaint regarding procedures, the meeting would be with the individual responsible for the particular program or service in question.
3. Meetings or discussion with other appropriate faculty, staff, or students.

The vice president, upon clarifying the nature of the complaint, should respond in writing to the student lodging the complaint within seven (7) days. The response should include:

1. Acknowledgment of receipt of the complaint.
2. A statement regarding action taken.

Copies of the response should be forwarded to:
1. The faculty or staff member involved.
2. The student's file.

NOTE: Any complaint or grievance filed against a vice president should be made directly to the college president. Any complaint against a college president should be made directly to the TCSG commissioner.

Admissions

Admission Policy - Requirements and Procedures

The admission policy of Georgia Northwestern Technical College ensures that the citizens of Georgia will have equal access to the opportunity to develop the knowledge, skills, and attitudes necessary to secure personally satisfying and socially productive employment.

By design and implementation, the policies and procedures governing admission to Georgia Northwestern Technical College will:

1. Be nondiscriminatory to any eligible applicant regardless of race, color, creed, national or ethnic origin, marital status, 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).

2. Increase the prospective student's opportunities;

3. Guide the implementation of all activities related to admission to the college and its programs; to student financial aid; and to the recruitment, placement, and retention of students; and

4. Complement the instructional program.

MyGNTC System

MyGNTC is the online tool that allows students access to personal and academic information at Georgia Northwestern Technical College. Students may register for courses, pay tuition and fees online, view unofficial transcripts, view schedules and financial aid information. All students can access MyGNTC from the Georgia Northwestern Technical College homepage at www.gntc.edu.

Admission Requirements

Admission to a Technical College System of Georgia (TCSG) college is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

General admissions requirements for admission in to the degree, diploma, or certificate programs are listed below.

Note:

All Nursing, Allied Health, and Health Technology programs have additional admission requirements. These requirements are outlined in the individual program curriculum under Academic Affairs, Divisions of Health Technology and Nursing and Allied Health.

Age:

Individuals 16 years of age or older or dually enrolled high school students in the 9th, 10th, 11th or 12th grades who seek access to quality instruction at the post-secondary level are eligible for admission. The minimum age for admission in certain programs is greater than 16 years of age.

Education:

To be admitted by Georgia Northwestern Technical College, applicants must satisfy one of the following academic readiness paths:

- High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.
  - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
  - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.

- - High school Certificates of Attendance or other certificates, credentials or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
- Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).
- Submission of an official transcript from each of one or more previously attended post-secondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.
- Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:

  - Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
  - Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date).
- Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must 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 or transcript must include the graduation date); and one of the following:

    - SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
    - ACCUPLACER or Compass placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
- Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Foreign Secondary Education:

Graduates of secondary schools or colleges outside the United States must have his or her transcripts translated and evaluated for equivalency by an approved evaluation organization or meet accreditation as specified in the approved list of agencies. The cost of the translation and evaluation of the student's transcript is the responsibility of the student. The evaluation report must be received by the Office of Admissions directly from the evaluation organization and may not be submitted by the student directly. If a foreign secondary transcript is not attainable, possession of a GED® is acceptable.

Program Entrance Requirements

Unless otherwise indicated in a specific program, the following entrance requirements will be adhered to for each program offered at GNTC:

Entrance Date: Beginning any semester
Age: Minimum of 16 years of age
Education: High school diploma or GED®, or approved high school equivalency assessment is required

Assessment Results: Applicants must achieve minimum scores in reading, writing, and numerical skills on the placement test. Two attempts to achieve the necessary scores are allowed. Applicants not achieving the minimum scores will receive remedial instruction through the Learning Support program at GNTC. Previous training and/or education may be evaluated to provide advanced placement into the program.

Admission Procedures

1. Submit a completed Application for Admission along with a $25 non-refundable application fee. If paying by check or money order, make payable to Georgia Northwestern Technical College.

2. Submit an official transcript from an accredited high school, official GED® transcript, or official documentation of an approved high school equivalency assessment. If transfer credit is desired for courses taken at other post-secondary institutions, official transcripts must be sent directly from the issuing school or agency to Georgia Northwestern Technical College. In an effort to remove hurdles for our students during the COVID-19 pandemic, an unofficial transcript will be accepted until the official copy can be obtained for Summer and Fall 2020 semesters.

3. For Summer and Fall 2020 applicants, testing on campus has been suspended due to the COVID-19 pandemic. Information on other placement score options can be obtained from any Student Help Center.

4. Applicants for certain health programs are required to complete additional admission procedures. These requirements are outlined in the individual program curriculum under Academic Affairs, Divisions of Health Technology and Nursing and Allied Health.

5. All new students and all returning students who have been out over one year must attend a virtual orientation. Students must register online to attend a virtual New Student Orientation. After new students have submitted all required documents needed for admissions to GNTC and have been accepted to attend the college, information about the orientations, and about how to register for an orientation session, will be provided to them via their student email account.

Note: Test scores submitted must meet standard program stipulations and program level requirement. If scores are not appropriate, applicants will be required to take a scheduled placement test.

Transient Student Admission Requirements

A student in good 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 student's parent institution. Transient students must do the following:

1. Submit an application for admission and pay a $25 application fee to Georgia Northwestern Technical College.

2. Present a transient letter from the Registrar or Academic Dean of the parent institution verifying that the student is in good standing and noting the specific course(s) to be taken at Georgia Northwestern Technical College, is program ready, and is eligible to return to that institution. Note: A transient letter is good for one semester only.

Transfer Student Admissions

Applicants to Georgia Northwestern Technical College who have previously been enrolled in one or more institutions of higher education and who wish to enroll in a credit program will be considered for transfer admissions. Applicants for transfer admission must meet the following requirements prior to their planned enrollment. A transfer student must submit the following to the college's Office of Admissions:

1. A completed application form;

2. A $25 non-refundable application fee;

3. An official high school transcript or GED® diploma; (See Education section of Admissions Requirements (p. 397).)

4. Official transcripts from previous institutions of higher education attended that document coursework for which applications seek credit with passing grades of C or better; and

5. Satisfactory scores on the ASSET, COMPASS, or ACCUPLACER placement tests; satisfactory scores on the SAT or ACT. A student who has satisfactorily completed, with a C or better, transferable English or mathematics courses may be exempt from taking a placement examination. These courses must be equivalent to the entry-level English or mathematics courses required in the applicant's chosen program of study.

Readmission of Former Students

Students who are absent from Georgia Northwestern Technical College for one full year or more will be required to complete the following steps:

1. Submit a completed application form to the Office of Admissions;

2. Meet the college's general admission requirements at the time of readmission; and

3. For course credit from any other post-secondary institution, students must submit official transcripts from those institutions.

GNTC adheres to all federal regulations regarding readmission requirements for returning Service members seeking readmission to a program that was interrupted due to a Military service obligation, and applies those provisions to Service members that are temporarily unable to attend classes for less than 30 days.

Application Deadlines

Applicants are encouraged to apply as soon as possible to meet each semester application deadlines.

Admission Status

Admission to Georgia Northwestern Technical College will be in one of the following categories: Regular (Program Ready), Provisional, Special or Transient.

Regular (Program Ready): All admission requirements have been met to enter a selected program. The student is eligible to take all the courses in the program curriculum. Regular admission of transfer students is contingent upon his or her meeting all the regular admission requirements and being in good standing at a regionally accredited diploma or degree granting institution.

Provisional Status: Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes and certain specified occupational courses as long as class pre- and co-requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work to progress through the State Standard Curriculum.

Pending Admit Status (High School Seniors Only): High school seniors who are expected to graduate at the end of the current academic year may be admitted early pending other admissions requirements being met.

Special Admit Status: Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

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

Placement Test

The purpose of placement testing is to ensure that a student has the academic skills necessary to succeed in the chosen program of study. Minimum test score requirements are established based on statewide standards. Applicants for all degree, diploma, and selected certificate programs must take the COMPASS, ASSET, or ACCUPLACER placement exam unless they can provide exemption documentation. (See Exemption from Placement Testing (p. 401).) Students who do not meet the minimum score requirements upon initial testing may request to retest on each part of the test in an attempt to meet the necessary requirements. After the approved retest, students will be allowed to retest one time the following academic year for up to three academic years. Exceptions to this retest policy may be made on a case-by-base basis for students enrolling in the Basic Law Enforcement program. Students must pay the published retesting fee*. Failure to achieve scores at program level requirements in one or more subjects will require taking learning support classes in the deficient areas. A link to a list of test preparation websites is available on the GNTC website under the "Admissions" tab on the "Testing Center" page.

Reasonable accommodations are made during testing for those who have a documented need. The examinee should meet with the campus Accessibility Services Coordinator and provide documentation supporting the request for accommodation. The coordinator will notify the director of the testing center of the approved accommodations. The examinee should make an appointment for testing with the testing center when paperwork is completed.

*Students participating in dual enrollment are excluded from the retest fee.

Exemption from Placement Testing

Applicants providing official documentation of acceptable ASSET, COMPASS, ACCUPLACER, ACT or SAT scores, or official documentation of a course grade of "C" or better in credit-level English and mathematics taken from an accredited college or postsecondary institution, may be exempt from testing.

Time Limitation for Program Completion

Georgia Northwestern Technical College will accept course credits from regionally and nationally accredited institutions of higher education without time constraints, except in some health programs. The institution does not limit the amount of time it will honor coursework taken at the college, except in some health programs. However, at the discretion of a student's advisor, students may be required to repeat coursework where the course content has changed significantly. There is no minimum amount of time in which a program of study must be completed. The typical minimum program length is listed in the Curriculum section of this catalog. A student must take 25 percent of his or her program at Georgia Northwestern Technical College; however, the 25 percent requirement

will be waived if the student completed a program for which standards have been implemented within the Technical College System of Georgia.

High School Initiatives

High School Initiatives allow qualified students to maximize their education and training time by beginning college while they are still in high school. Qualified students may earn credit at the college only, or they may earn credit concurrently at both the college and high school.

The New Move On When Ready (MOWR)

Programs formerly known as ACCEL, Dual Enrollment, and the "old" Move On When Ready are now consolidated into one program called Move On When Ready (MOWR). The new MOWR allows high school students to take academic degree level core courses that will transfer to any TCSG or USG college or university as well as occupational courses and diploma level core courses. Some students may choose to just take a few courses while others may choose to take their full course load with the college.

All college coursework taken through MOWR will be fully covered through MOWR funding, and students will not be required to pay out of pocket for tuition, college fees, or textbooks. The only fees students may be responsible for are course-specific fees determined by the college.

No hours taken through the new MOWR program will count toward a student's HOPE Grant or Scholarship caps. Participating in the new MOWR program is a great incentive for high school students to get ahead on their college coursework!

Eligibility for MOWR

- Any 9th – 12th grade students in an eligible Georgia high school or home study program who has achieved required scores on the college placement exam, is eligible to take part in the program.
- There are NO residency or citizenship requirements.
- Students can enroll in GNTC courses during Fall, Spring, or Summer semesters while still in high school and receive concurrent credit.
- Students must complete the MOWR funding application through www.gafutures.org.

Tuition, Fees, and Books

- Tuition and most fees are covered by MOWR for every eligible student in the program through a separate funding source. Because MOWR students are now eligible to participate in almost all GNTC programs, they may be responsible for course specific fees in some program areas; however, most GNTC programs do not require such fees. Students should speak to the High School Initiatives staff to find out specifics about course-related fees.
- Books will be provided to MOWR students at no charge to the students.

Joint Enrollment

Joint Enrollment provides high school students the opportunity to take courses at Georgia Northwestern Technical College and receive college credit ONLY for the courses that they take at the college. Jointly enrolled students are offered the same status on the Georgia Northwestern Technical College campus as any other student, including eligibility for academic honors and participation in student activities. Joint Enrollment is funded through the HOPE Grant for Georgia residents. GNTC will exempt the remainder of the tuition and fees not paid by HOPE. Hours taken through Joint Enrollment DO count against a student's HOPE Grant and Scholarship caps.

Eligibility for Joint Enrollment
- Any 9th – 12th grade students in an eligible Georgia high school or home study program who has achieved required scores on the college placement exam, is eligible to take part in the program.
- Student must be a Georgia resident and complete a Hope Grant application.

Senior Citizens

Residents of Georgia who are 62 years of age or older may request a waiver of tuition. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, non-credit courses, or seminars. If tuition is waived under this policy, admission will be granted only on a space-available basis. Senior citizens must meet all other admission requirements as specified in the catalog and pay mandatory fees.

In-State and Out-of-State Students

Out-of-state students will be enrolled only on a space available basis. Georgia residents are given preference. Please refer to the Legal Residence and Residency Status section of the catalog for additional information about determining residency status. Georgia Northwestern Technical College does not charge out-of-state tuition to students living in Alabama and Tennessee. Every effort is made to accommodate as many students as possible.

Policy on International Students

It is the policy of the Technical College System of Georgia that visa status is not a condition for admission to TCSG technical colleges. Prospective students must meet the state approved admissions requirements as outlined for all students. While visa status is not a condition for admission, it is critical information that may be collected for effective student advisement and tuition purposes. International students seeking admission to Georgia Northwestern Technical College must meet the following requirements in addition to the admission procedures for all new students:

1. Furnish an official English translation and evaluation of secondary records and transcripts showing passing scores on native secondary school examinations and completion of the equivalency of a United States secondary school education. If the high school or secondary transcript is unavailable, the student may take the GED® test and submit official GED® test scores indicating that the student has passed the GED® test;
2. Submit satisfactory scores on the ASSET, COMPASS, or ACCUPLACER test which will, at the minimum, place international students in 090course levels or above in reading, English, and math. International students will not be admitted to Georgia Northwestern Technical College if placement scores are lower than 090 course placement in any one of these three academic areas. Applicant will be referred to Adult Education classes;
3. Submit proficiency in the English language;
4. Pay all costs in full when registering for courses if not eligible for financial aid;
5. Present to the Office of Admissions (for photocopying) the original document certifying immigrant or non-immigrant status (resident alien care, Form I-94, refugee care, etc.) for advisement purposes;
6. Foreign students shall be enrolled only on a space available basis and shall not displace an eligible student desiring to enroll who is a Georgia resident.
7. Foreign students pay four times the tuition required for Georgia residents; this applies to non-immigrant personnel. Foreign immigrants who are permanent residents shall pay the same as citizens of Georgia. Georgia Northwestern Technical College is not authorized to issue an I-20M to anyone for a student visa.

New Student Orientation

Required New Student Face-to-Face Orientation

All new students or returning students who have not registered with GNTC within the previous 12 months are required to attend a face-to-face New Student Orientation. Attendance at a face-to-face orientation is required before you can meet with an advisor to get your course schedule.

Students must register online to attend a face-to-face New Student Orientation. After new students have submitted all required documents needed for admission to GNTC and have been accepted to attend the college, information about the orientations, and about how to register for an orientation session, will be provided to them via their student email account.

If, after attending the new student face-to-face orientation, you have questions about your enrollment, visit a GNTC Help Center located on any GNTC campus for assistance.

Financial Information

Residency Requirements and Information

Legal Residence and Residency Status

Georgia Residents (including Eligible Non-Citizens) shall pay tuition and fees prescribed by the State Board of the Technical College System of Georgia for in-state students.

Out of State Students will pay tuition at a rate two times that charged Georgia Residents.

Non-Citizen Students will pay tuition at a rate four times that charged Georgia Residents. These students are not eligible for financial aid.

Residency Categories for Purposes of Tuition Rate Determination

Georgia Resident: an individual or the status of such individual who is a United States Citizen or Eligible Non-Citizen and is domiciled in the State of Georgia and meets the in-state tuition requirements of the State Board of the Technical College System of Georgia.

Eligible Non-Citizen: a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or 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. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

Non-Citizen Student: a person who is not a United States born or naturalized citizen of the United States.

Out of State Student: a person who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term for which the person is intending to enroll.

Determining Residency Status of Dependent Students
- A Dependent Student meets the Georgia residency requirements, for purposes of this procedure and the related policies, if his or her parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and;
- Such student graduated from an eligible high school as defined by TCSG policy located in the State of Georgia; or
- The parent claimed the student as a dependent on the parent's most recent federal income tax return.
- A Dependent Student meets the Georgia residency requirements, for purposes of this procedure and related policies, if a United States court- appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.

Determining Residency Status of Independent Students
- An Independent Student meets the Georgia residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State Tuition.

- It is presumed that no Independent Student shall have gained or acquired Georgia residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a domicile in the State of Georgia for purposes other than attending a TCSG college.

Retaining Georgia Residency

Dependent Students: If the parent or United States court-appointed legal guardian of a Dependent Student who was correctly determined to meet Georgia residency requirements for the purposes of this procedure and the related policies, establishes domicile outside the State of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains continuously enrolled in a TCSG college.

Independent Students: If an Independent Student who was correctly determined to meet Georgia residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia resident, for purposes of In-State Tuition.

Eligibility for Out of State Tuition Exemptions:

Students in the following classifications are eligible for Out of State Tuition Exemptions. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the GSFC regulations:

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
- Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
- Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
- United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
- United States military personnel and their dependents that are domiciled in Georgia, but are stationed outside the State;
- Students who are domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
- Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States. Students in the following classifications are eligible for
- In-State Tuition waivers. These waivers do not affect the student's eligibility for the HOPE Scholarship or Grant, except for waivers for military personnel and their dependents as provided for in the GSFC regulations.
- Alabama and Tennessee residents pay the same tuition as Georgia residents. All other out-of-state residents pay the out-of-state tuition
- Members of a uniformed military service of the United States who, within thirty-six(36) months of separation from such service, enroll in an academic program and demonstrate an intent to

become domiciled in Georgia. This exemption may also be granted to their spouses and dependent children or individuals eligible for GI Bill benefits.

Verification of Lawful Presence in the United States

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

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

  Alabama: Issued after August 1, 2000

  Florida: Issued after January 1, 2010 **OR** have a gold star in the upper right hand corner.

  South Carolina: Issued after November 1, 2008

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

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

Expenses

Application Fee

Students applying for admission to any credit course must pay a one-time, non-refundable application fee of $25.

Students are charged the following expenses each semester:

Tuition:
See chart and tuition rate information (p. 409).
Note: Tuition is subject to change.

Registration Fee:
Students taking degree, diploma, or technical certificate course work pay a $50 registration fee each semester.

Late Registration Fee

A $30.00 late fee will be assessed to students' accounts should registration take place beginning the first day of the semester and thereafter. There will be no late fee for students adding classes to an existing schedule. Please note, the late fee will apply to those students who are required to re-register after being dropped from classes for non-payment prior to the first day of the semester.

Activity and Insurance Fees

Students taking degree, diploma, or technical certificate course work pay an activity ($45) and insurance fee ($6) each semester which provides them with accident insurance and funds projects of the Student Activities Board. **Due to the COVID-19 pandemic and all instruction moving online, the activity and insurance fee will be waived for Summer Semester 2020.**

Technology Fee:

Students taking degree, diploma, or technical certificate course work pay a $105 technology fee each semester.

Instructional and Facilities Fees:

Students taking degree, diploma, or technical certificate course work pay a $55 instructional fee and a $35 facilities fee each semester.

Payment Plan Default Fee:

A $40 Fee is charged to any student who defaults on an established Nelnet payment plan.

Campus Safety Fee:

Students taking degree, diploma, or technical certificate course work pay a $25 campus safety fee each semester.

Liability Fees

- EMT and Paramedic Technology liability insurance: $51.00; other health programs: $15.00.
- Health Technology programs have additional expenses which vary by program and semester. See additional health technology program information in the Health Technology (p. 101) and Nursing and Allied Health (p. 137) Departments.

Tuition Rates

This fee is the student's share of instructional cost other than consumable supplies. At this time the tuition fee for Georgia Northwestern Technical College is $100.00 per credit hour up to 15 credit hours. See chart below for tuition based on credit hours taken. Some certificate program tuition varies per credit hour. See information chart below and contact the Office of Admissions for other certificate program tuition fees.

The tuition which a student pays each semester is assessed according to the policies established for all technical colleges governed by the State Board of the Technical College System of Georgia. Tuition is based on the number of semester hours scheduled up to a maximum equal to the cost of 15 semester hours. Note: Tuition and fees are subject to change without notice.

Credit Hours*	Tuition Georgia Resident**	Tuition Out-of State**	Tuition Foreign Nationals
1	100	200	400
2	200	400	800
3	300	600	1200
4	400	800	1600
5	500	1000	2000
6	600	1200	2400
7	700	1400	2800
8	800	1600	3200
9	900	1800	3600
10	1000	2000	4000
11	1100	2200	4400
12	1200	2400	4800
13	1300	2600	5200
14	1400	2800	5600
15	1500	3000	6000

*A full-time student is registered for 12 credit hours or more. A part-time student is registered for fewer than 12 credit hours.

**Alabama and Tennessee residents pay the same tuition as Georgia residents. All other out-of-state residents pay the out-of-state tuition.

**Basic Law Enforcement tuition is $184 per credit hour for Georgia residents and $368 for out-of-state students, plus additional fees for background check, fingerprinting, POST application, physical, uniforms, and other items (approx. $600).

**Commercial Truck Driving tuition is $132 per credit hour for Georgia residents and $264 for out-of-state students, plus fees for drug screening, DOT physical, CDL road test, MVR report, and fuel surcharge (approx. $400).

Additional Expenses above Tuition and Fees

Credit by Examination

Students who wish to receive credit by exam will be charged 25% of tuition per credit hour of the course for each class they wish to exempt. For more information, please read the Credit by Examination in this handbook.

Books and Supplies

Bookstores are located on Catoosa, Floyd, Gordon, Polk, Walker, and Whitfield Murray campuses. Bookstore hours are posted at each bookstore and can also be found on the GNTC website. Bookstore operations are managed by Follett Corporation. Bookstores have new and used books, supplies and other items for sale. Refunds are available in accordance with Follett Corporation policy.

The Follett Corporation refund policy is posted prominently in the campus bookstores. Each campus bookstore will be available throughout the term for students to sell their books back to Follett Corporation. The buyback price of the book is based on many factors, including the condition of the book, the edition, and the current demand for the book.

Tools

Some programs require that students furnish hand tools. These are areas where a person is expected to have tools upon employment. The required tools may not constitute a complete set but will be adequate to begin work in the field of study.

Online Learning

GNTC does not charge higher tuition for online courses. There is no additional fee for assigning a unique user name and password. GNTC students are not charged a proctoring fee if testing at a GNTC location or any campus within the Technical College System of Georgia (TCSG). Proctoring fees may apply for students receiving services at sites other than GNTC or a TCSG college. These proctoring fees may range from $10-$50.

Financial Aid

Georgia Northwestern Technical College recognizes that some students need financial assistance. Students at GNTC can look to several areas for financial assistance: Federal Pell Grants, Federal Supplemental Education Opportunity Grant, Direct Student Loans, the Zell Miller Scholarship, HOPE Scholarship Program, the HOPE Grant Program, Federal Work Study, Georgia Northwestern Technical College Foundation Scholarships, and the Workforce Innovation and Opportunities Act (WIOA). Grants and Scholarships do not have to be repaid unless received erroneously. Refer to the GNTC website (www.gntc.edu) for more information.

To be eligible for most financial assistance, a student must have a high school diploma or equivalent (GED). Students must be accepted into a degree, diploma, or certificate program at the college to be eligible for assistance. The Free Application for Federal Student Assistance (FAFSA) must be completed each academic year to be considered for any assistance.

Other means of applying for financial assistance may be available by contacting the Financial Assistance Office. The financial aid academic year begins Fall term and the FAFSA applications are available in January. To apply for all assistance, a student may complete the FAFSA online at www.fafsa.gov. There is a link to the website on the GNTC website, www.gntc.edu. Please check with the Financial Aid Office for more details on the application process.

All students must have a complete file for awarding of financial assistance; therefore, students should allow themselves 4-6 weeks prior to the start of a term to complete the process. After students complete all other required paperwork, they will receive award notification letters via their student email account, showing the types and amounts of assistance for which they qualify. The Financial Aid Office uses the student email system to notify students of their financial assistance status. The Business Office will disburse funds to those who qualify.

Academic Policies for Financial Aid

Federal and state regulations require the college to establish policies to measure whether students applying for financial aid are in good academic standing and making satisfactory academic progress toward completion of their degrees, diplomas, or certificate programs.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress Policy

A student is required to maintain satisfactory academic progress to remain eligible for financial aid. Georgia Northwestern Technical College uses the following standards to monitor a student's progress toward his or her diploma, degree, or certificate. Satisfactory progress is measured in terms of three components:

- length of time to complete the program (150%)
- a qualitative component (2.0 GPA)
- a quantitative component (completion of attempted credit hours, 66.67%)

Maximum Timeframe

There are a maximum number of hours that students may attempt in pursuing their current program of study. Students may not exceed 150% of the hours needed to complete the program of study they are currently enrolled in, excluding Learning Support courses. This does include transfer coursework that has been accepted as credit toward the student's current program of study. Once a student has attempted 150% of the minimum number of credit hours necessary for completing the program requirements, the student will not be eligible to receive financial aid.

Qualitative (Grade Point Average)

Students must maintain a cumulative grade point average (GPA) of at least 2.0 to remain in good standing. Financial aid GPA's will be monitored at the end of each term. A student whose cumulative GPA falls below a 2.0 is placed on Financial Aid Warning for their next term of enrollment. This will allow a student one term to increase the GPA to the satisfactory level. If, after one term, the GPA remains below 2.0, the student will be placed on Financial Aid Suspension and eligibility will be lost until the cumulative GPA has been brought back to at least a 2.0 level. Students may receive aid while on Financial Aid Warning, but will not receive aid while on Financial Aid Suspension. Transfer coursework and Learning Support courses are not counted in the cumulative GPA calculation.

Quantitative (Completion Rate)

In order for students to graduate within the maximum "time frame" of hours, at the end of each term they are expected to have cumulatively completed at least 66.67% of their credit hours attempted. A student, who, at the end of any term, has not successfully completed 66.67% of their cumulative hours attempted, will be placed on Financial Aid Warning for their next term of enrollment. This will allow the student one term to increase the cumulative completion rate to the satisfactory level. If, after one term, the cumulative completion rate remains below 66.67% the student will be placed on Financial Aid Suspension and eligibility will be lost until the cumulative completion rate has been brought back to at least 66.67%. Students may receive aid while on Financial Aid Warning but the student will not receive aid while on Financial Aid Suspension.

Students may re-establish good standing when they have cumulatively completed 66.67% of their attempted credit hours. The following grades (see Grading System) do not count toward successfully completing a course: "F", "I", "W", "WF", "WP", and "IP". For all courses, any combination of these results in no progress, and will be calculated in the completion rate when computing eligibility for financial aid. Repeat courses will be considered as any other class and both grades will count in the GPA. Grades of "F" and "WF" will be counted in computing your GPA.

Learning Support courses are graded on an A* through F* scale. A grade of A*, B*, or C* will be considered satisfactory completion of a learning support course. A grade of D* or F* will be considered unsatisfactory. Grades received for learning support courses are included in the 66.67% hours attempted completion rate, but not in the GPA calculation.

Example: A student completes his first year at GNTC with the following grades:

30 cumulative attempted credits with

18 credits of passing grades (these credits count as attempted and completed)

12 credits of failing grades (these credits count as attempted but not completed)

The student's completion rate is 60.00% (total completed divided by total attempted – 18/30 = 60.00%)

The student in this example did not meet the quantitative (completion rate) SAP standard and is at risk of losing financial aid.

If the student had completed 21 credits with passing grades they would have met the quantitative SAP standard. (21/30 = 70.00%)

Note: GNTC truncates and does not round the calculations for the qualitative and quantitative SAP components. Please see the below examples.

Quantitative Example: A cumulative completion rate of 66.66666666% is not rounded to 66.67% but is truncated to 66.66%, this would not be meeting the quantitative component.

Qualitative Example: A cumulative GPA of 1.999999 would not be rounded to 2.00 but is truncated to 1.99, this would not be meeting the qualitative component.

Incomplete Grades

Incomplete grades are designated as an "I" (Incomplete) or "IP" (In Progress) are not calculated in the GPA but are calculated in the attempted hours completion rate. Once the "I" or "IP" grades are updated to actual grades, the cumulative GPA will be checked at that time. If a student does not meet the standards after recalculation and has received funds for classes, the funds will have to be repaid by the student.

Treatment Transfer Hours

Transfer students accepted by Georgia Northwestern Technical College, but not previously at GNTC, will be classified as maintaining Satisfactory Academic Progress for the first term of attendance. After the first term, the student's grades will be measured in accordance with GNTC's

Satisfactory Academic requirements. Students who previously attended GNTC, transferred to another school, then returned to GNTC, will re-enter GNTC at the Satisfactory Academic Progress status the student was at when they left GNTC. If a student fails to meet the qualitative or quantitative standards at the end of a term, the student will be placed on Financial Aid Warning. The student will continue to receive aid while on Financial Aid Warning. However, if the student does not meet the qualitative and quantitative standards by the end of the warning term, he/she will be placed on Financial Aid Suspension. The student can continue taking courses while on suspension at the student's expense.

Excluded Grades

Prior to Summer Quarter 2010, the college had a process through which a student was able to have specific course(s) removed from his or her academic history. If requested and approved, the class(es) affected are reflected with "E" (excluded) beside the points assigned the class on the academic transcript. As the excluded class is not calculated into the student's overall academic GPA, it is also excluded from the student's GPA related to Satisfactory Academic Progress (SAP). Excluded classes, however, do affect a student's successful completion rate for SAP with regard to the grade received. Please see the "Completion Rate" section of the policy about specific grades and their impacts to this area of SAP.

Policy for Reinstatement of Eligibility for Financial Aid

1. A student whose GPA is classified as unsatisfactory can re-establish eligibility when the cumulative GPA reaches 2.0. Students may re-establish good standing when they have cumulatively completed 66.67% of their attempted credit hours.
2. The above requirements to re-establish financial aid will be at the student's expense unless a Financial Aid Appeal has been approved.

Financial Aid Appeal Process

Students that did not meet the qualitative and/or the quantitative components will be notified via their GNTC student email account of their failure to make satisfactory academic progress at the end of every term after grades have been posted. If the student was placed on Financial Aid Suspension and feels there were extenuating circumstances beyond his/her control that kept him/her from maintaining satisfactory progress, he/she may appeal in writing by completing the Financial Aid Appeal form (supporting documentation must be attached). Examples of extenuating circumstances include, but are not limited to: death or extended illness of a family member, illness or injury of student, house fire, or victim of a violent crime. Work conflicts are not extenuating circumstances. Appeals must be submitted by the last day of the semester for which the student is requesting reinstatement of financial aid. Only completed appeals will be considered submitted.

The Executive Director of Financial Aid will refer the appeal to the Satisfactory Academic Appeals Committee for review. The Satisfactory Academic Appeals Committee is a three person committee made up of non-financial aid personnel that are selected in a volunteer capacity by the Executive Director of Financial Aid. In the event a primary committee member is not in the office to perform their committee duties in a timely manner, a backup may step in and review appeals in their place. These back-ups include the Executive Director of Financial Aid, the Associate Director of Financial Aid and the Financial Aid Specialist in charge of the SAP Appeal process.

Appeal forms are available from the Financial Aid Office or from the college website. Students will be notified of the Committee's decision within two weeks of submitting the appeal via their GNTC student email account.

Students that meet both the qualitative and the quantitative components but have exceeded the max-timeframe their program allows will be placed on Financial Aid Suspension. These students have the opportunity to appeal by completing the Financial Aid Appeal form for Max-Timeframe. The Executive Director of Financial Aid and the Associate Director of Financial Aid review these appeals.

Outcome of Appeals

The Satisfactory Academic Appeals Committee is charged with making the final appeal decision. They have three outcomes to choose from that are listed below. Please note that the Committee's decision is final and cannot be appealed to a higher authority at the college or to the Department of Education.

Probation

Students may have their appeal approved on a Probationary status for their next term of enrollment. The committee will only consider the outcome of Financial Aid Probation if the student can meet the required standards by the end of the subsequent payment period. In order to receive aid for future terms, the SAP standards of a 2.0 GPA and a completion rate of 66.67% of all classes attempted will have to be met. If the SAP standards are not met by the next term of enrollment, the student will be placed on Financial Aid Suspension.

Academic Plan

Students that have their appeal approved and are placed on Academic Plan for their next term of enrollment will be required to meet a term GPA of 2.5 and a term completion rate of 100%. Students approved under the Academic Plan will be eligible to receive financial aid for up to 3 terms as long as they meet the requirements of the plan for each term. The Academic Plan is designed to assist students in meeting the standards within 3 terms of enrollment.

If a student takes all Learning Support courses during any semester under an Academic Plan, they must pass each Learning Support course with a "C*" or better.

Denied

Students that have their appeal denied will remain on Financial Aid Suspension and will not be eligible for any Financial Aid until the standards are met.

Federal Pell Grant (Pell)

Students who demonstrate financial need, and are enrolled in an eligible program, may be eligible for the Pell Grant. The amount of the grant may range from $400 to $5,550 per academic year (subject to change), depending on the level of federal funding, cost of education, enrollment status, and the student's Expected Family Contribution, which is taken from the Student Aid Report. Complete eligibility requirements are available from the Financial Assistance Office.

Pell Recalculation Policy

Each term, the financial aid office will set a Pell Recalculation Date to coincide with no show reporting for the term. This is typically is within seven instructional days of the full term. Any changes to enrollment after this date will not change a student's calculated Pell award. Exceptions to this policy include when a student adds a class for the first time that semester (i.e. adds a mini-session class that starts later in the term as their initial enrollment), when a student fails to begin attendance in a class, or when the college receives an initial FAFSA for the student. In these cases, Pell must be recalculated.

For example, if a student begins fall term in August in six credit hours and in October decides to add a class for the mini-session that begins in October, the student will not receive additional Pell funds for the October class. The student is only eligible for the Pell funds calculated on the 6 hours of enrollment once the no shows have been reported and processed.

This only applies to Pell funds

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Educational Supplemental Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contribution, and priority is given to students who receive Federal Pell Grants. There is no guarantee that every eligible student will be able to receive an FSEOG.

Federal Work-Study

This program allows students to work in on-campus jobs and earn money to pay their educational expenses. Students will typically be paid the federal Minimum Wage and are paid semi-monthly based on the number of hours worked. Students should apply for federal student assistance initially, and their eligibility for Federal Work-Study will be determined from their Student Aid Report. Students should contact the Financial Assistance Office for more details.

Federal Direct Student Loans

Federal Direct Loans are low-interest student loans that must be repaid after you graduate or drop below half-time enrollment. Direct Loans are a form of federal financial aid, and may only be received by students who are:
- Enrolled half-time (six credit hours) or more.
- Making Financial Aid Satisfactory Academic Progress (SAP). The Financial Aid Satisfactory Academic Progress policy is available in the Office of Student Financial Aid and online at http://www.gntc.edu/admissions/financial-aid/how-to-apply.php.
- Eligible for federal aid - see the link http://www.gntc.edu/admissions/financial-aid/eligibility.php for more information.

The Office of Student Financial Aid determines your eligibility for the Direct Loan based on the results of your FAFSA (Free Application for Federal Student Aid), cost of attendance, and other financial aid received. This includes agency payments such as Vocational Rehabilitation, Workforce Innovation and Opportunity Act (WIOA), and Trade Assistance Act (TAA). It is the student's responsibility to notify the Financial Aid Office of any outside scholarships or agency payments.

Subsidized Direct Loan: You must have financial need (based on FAFSA results) to qualify for the Subsidized Direct Loan.

Unsubsidized Direct Loan: This version of the Federal Direct Loan is not based on financial need. However, the amount of the loan, combined with other financial aid resources, cannot exceed the cost of attendance. The borrower is responsible for all interest charges on an Unsubsidized Direct Loan from the time the loan is disbursed. While you are not required to make payments while you are in school or during grace or deferment periods, we recommend that you pay interest quarterly. Any accrued interest that is not paid will be added (capitalized) to the loan balance when you enter repayment.

Financial Aid Award Availability for Bookstore Use

The Business Office will allow students to use a Bookstore Credit that will consist of 100% of Pell funds, up to $600 and is calculated after all Institutional Charges have been deducted from a student's Pell award. Students may use the Bookstore Credit to charge books and supplies in campus bookstores. An additional authorization amount above $600 can be obtained with Business Office Approval, subject to the availability of residual Pell award(s).

If a student chooses to "opt out" of the bookstore credit, then the student needs to complete the "Request to Opt-Out of Bookstore Credit" form located at the Cashier's window of the Business Office one week before the start of the semester. Please note the "opt out" option does NOT allow you to receive your financial aid Pell Grant refund early.

HOPE Scholarship Programs

The HOPE Scholarship Programs are administered by the Georgia Student Finance Commission (GSFC) and consist of the Zell Miller Scholarship and HOPE Scholarship for degree programs and HOPE Grant for diploma and certificate programs. Effective fall semester 2011, the HOPE Scholarship and HOPE Grant will pay a percentage called a factor rate of the prior year tuition amount. This amount can change from year to year. Brief summaries of each program are listed below. For full descriptions of each program, visit the Financial Aid Office.

HOPE Scholarship

The HOPE Scholarship is a state funded program available for students who are working toward a degree program. The student must be a Georgia resident and considered a HOPE Scholar. A HOPE Scholar is a 1993 or later high school graduate with a 3.0 or higher Grade Point Average (GPA) from high school. The high schools will notify GSFC of students who qualify. A student who did not graduate as a HOPE Scholar can become a HOPE Scholar after attempting 30/45, 60/90, or 90/135 semester/quarter hours with a 3.0 or better GPA.

To continue receiving the HOPE Scholarship, degree students must maintain a 3.0 GPA at each check point. The student's GPA will be checked after the student has attempted 30, 60 and 90 semester hours and at the end of each spring term. First-year scholars (less than 30 hours) who attend less than full time will be checked at the end of the third term. There is a maximum number of hours that a student can attempt, which is 127 semester hours.

The HOPE Scholarship will no longer pay any amounts toward fees and books. GSFC has implemented a 7-year rule. Students who received HOPE Scholarship prior to Summer Term 2011, are eligible to receive HOPE Scholarship until June 30, 2099, regardless of high school graduation date. First time HOPE Scholarship recipients Summer Quarter 2011 or later are bound by the 7-year rule. Students who had not received a HOPE Scholarship award prior to Summer Term 2011, an expiration date will be set for each student as June 30th of the 7th academic year following his or her high school graduation. For students that graduated from a home school program or received a GED, the date of the student's home school completion/graduate or GED test date will be used as the

basis for determining the 7-year expiration date. Students can lose and regain eligibility once beginning Fall Term 2011. Any previous gains/losses prior to Fall Term 2011 will not apply.

Zell Miller Scholarship

A student who graduated high school with a 3.7 or higher GPA and with SAT score of 1200 or ACT score of 26 on a single administered test is eligible. The Valedictorian and Salutatorian from a high school graduating class are considered automatically eligible, regardless of GPA/SAT/ACT.

Current students must meet the GPA/SAT/ACT requirement from high school and have at least a 3.3 GPA at the 30, 60 or 90 semester hour check point of their college coursework.

HOPE/Zell Miller Grant

HOPE/Zell Miller Grant is a state funded program available for students who are working toward a diploma or certificate program. The student must be a Georgia resident.

HOPE/Zell Miller Grant will no longer pay fees or book amounts. Students must maintain a 2.0 HOPE Grant GPA to receive the HOPE Grant. If the student is able to meet and maintain a 3.5 HOPE Grant GPA the student will receive the Zell Miller Grant, which pays 100% tuition for most programs. A HOPE/Zell Miller Grant recipient will have their GPA checked at the 30 and 60 credit hour check points. A student can lose the Zell Miller Grant by dropping below a 3.5 but will receive the HOPE Grant if the GPA is still at or above a 2.0. Students cannot receive both HOPE Grant and Zell Miller Grant in the same semester. The HOPE/Zell Miller CAP of 63 semester hours will apply to all programs.

Return of Title IV Funds Policy

If a student withdraws, (officially or unofficially), any Federal Aid received is subject to the "Return of Title IV Funds." For officially withdrawn students, the withdrawal date is the date the Office of the Registrar receives and stamps the withdrawal form (usually the start date of the withdrawal process). For unofficially withdrawn students, the withdrawal date is the midpoint of the term or the last reported date of an academically related activity, whichever is later.

A percentage of unearned funds will be returned to the proper fund. The number of calendar days attended during the term is divided by the total number of calendar days in the term. The resulting percentage is multiplied by the student's Title IV (excluding FWS) aid for the term. This is the new amount the student is entitled to receive (paying Pell first). The following formula will be used to determine return of funds:

Number of days attended /number of days in term = percentage (%) earned (Including holidays and weekends)

Earned 100% if greater than 60%, if less than 60% then, 100% - percentage (%) earned = percentage (%) unearned

For more information concerning this policy, please see the Financial Aid Office. If a student registers for two mini sessions and then withdraws from the first mini session, but plans to attend the second mini session of the term, the student needs to notify the financial aid office in writing of his/her intention of returning for the second registered class(es). If the student returns, in this scenario, no Return of Title IV calculation is necessary. If the student does not return, aid must be reduced to pay only for hours attended and Return of Title IV Funds calculation has to be performed, using the original withdrawal date.

Rehabilitation Services

Vocational Rehabilitation cooperates with Georgia Northwestern Technical College by providing financial assistance to students who have disabilities and who qualify for vocational rehabilitation.

Veterans' Benefits

Veterans' benefits are available to qualified veterans and dependents of deceased or disabled veterans. Applicants should contact the financial aid office on the campus of GNTC the student plans to attend in order to obtain an application. Tuition refunds for students receiving veterans' benefits through the Department of Veterans Affairs will be prorated over the length of the course. The fees are non-refundable.

Title 38 United States Code Section 3679(e) School Compliance

NOTE: A _Covered Individual_ is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill benefits.

Georgia Northwestern Technical College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the dates below. A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes..

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

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

In addition, Georgia Northwestern Technical College requires the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. A required payment or fee may be imposed for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Workforce Innovation and Opportunities Act (WIOA)

The Workforce Innovation and Opportunity Act is a federally funded program available to those who have been displaced from their employment or have very low family income and meet all eligibility requirements and other grant selection guidelines. Meeting all eligibility requirements does not guarantee acceptance into the WIA program. Qualified applicants must maintain a satisfactory Grade Point Average (GPA) and academic progress. The WIA program assists eligible, full-time students with all program required materials such as books and supplies and may assist with tuition and fees. WIOA also pays a small travel stipend and assists with child care expenses. All students interested in

the WIOA program must first apply for Federal PELL Grant and/or the HOPE Grant. To apply for WIOA, contact the WIOA office at the nearest Georgia Northwestern Technical College campus.

Refund Policy

Georgia Northwestern Technical College can refund 100% of the tuition and refundable fees paid if the student formally withdraws within three instructional days from the first day of the semester. No refunds will be issued after this date. Application fees are not refundable. The business office issues all refunds by the third week of the semester in which the student withdrew from classes. Refunds will only be issued to students who formally withdraw. This policy applies to all students regardless of the source of fee payments.

Academic Information

GENERAL EDUCATION COURSES AND REQUIREMENTS

Each degree and diploma program of study at Georgia Northwestern Technical College (GNTC) consists of general education core courses and occupational curriculum. In addition to providing job skills necessary to perform occupational tasks, the general education courses will make up a substantial component of each associate degree and diploma. The listings below show courses that are offered by Technical College System of Georgia (TCSG) colleges in either in-class or online settings. All courses may not be offered at GNTC. Most courses are available online through Georgia Virtual Technical Connections (GVTC). GVTC is the central point of reference for all online courses and programs offered through TCSG. For more information visit GVTC's website at www.gvtc.org.

Associate Degree General Education Requirements

The purpose of the general education core at GNTC is to provide students with a common, broad-based, well-rounded, collegiate level educational experience that ensures breadth of knowledge and adheres to a coherent rationale.

The competencies for GNTC's general education core curriculum include:
1. Demonstrate effective written communication skills.
2. Demonstrate effective computational skills.
3. Demonstrate an awareness of the relationship between creative expression and human experience.
4. Demonstrate critical thinking skills.

The college requirement for general core curriculum for an associate degree is a minimum of 15 semester hours using the curriculum structure in the table below. This structure follows the approved state standardized structure while adhering to the GNTC purpose of the general education core. The general education core consists of four areas that include the following: Area I- Language Arts/Communication, Area II- Social/Behavioral Sciences, Area III- Natural Sciences/Mathematics, and Area IV- Humanities/Fine Arts.

Area I   Language Arts/Communication   Minimum 3 semester hours

Successful completion of ENGL 1101 is required.
Courses may be taken from the following academic fields:

English Composition
Communication/Speech
Foreign Languages

Area II   Social/Behavioral Sciences   Minimum 3 semester hours

Successful completion of a Social Sciences/Behavioral Sciences course is required.
Courses may be taken from the following academic fields:

Economics   Political Science
Ethnology/Ethnic Studies   Psychology
History   Sociology

Area III   Natural Sciences/Mathematics   Minimum 3 semester hours

Successful completion of MATH 1100 or MATH 1101 or MATH 1103 or MATH 1111 is required.
Courses may be taken from the following academic fields:

Astronomy   Geography
Biology   Mathematics
Chemistry   Physics

Computer Science

Area IV   Humanities/Fine Arts   Minimum 3 semester hours

Successful completion of a Humanities/Fine Arts course is required.
Courses may be taken from the following Academic Fields:

Art Appreciation	Music Appreciation
American Literature	Philosophy
English Literature	Theatre Appreciation
Film Studies and Criticism	Humanities
Literature and Cultural Studies	World literature

**To meet the minimum required 15 semester hours, the additional 3 semester hours may be selected from Areas I, II, III, or IV.

Degree Seeking Students General Education/General Core Courses
(Some courses are not available at GNTC, but may be considered for transfer credit)

Area I - Language Arts/Communication
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
SPCH 1101	Public Speaking	3
COMM 1100	Human Communication	3

Area II - Social/Behavioral Sciences
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Area III - Natural Sciences/Mathematics
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
CHEM 1152	Survey of Organic Chemistry and Biochemistry	3
CHEM 1152	Survey of Organic Chemistry and Biochemistry	3
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
MATH 1100	Quantitative Skills & Reasoning	3
MATH 1101	Mathematical Modeling	3

MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
PHSC 1111	Physical Science	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	Conceptual Physics Lab	1
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

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature-Begin/1700	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

Students who have a special interest in, or a need for, a different general core course than the one that is suggested in the specific core curriculum should discuss other possibilities with their advisor or with general education faculty.

Diploma Basic Skills Requirements

The college requirement for diploma basic skills courses is a minimum of 8 semester hours. Each diploma category has specific distribution requirements.

Diploma Basic Skills Courses

EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
ENGL 1012	Fundamentals of English II	3
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3
MATH 1017	Trigonometry	3
PSYC 1010	Basic Psychology	3

Grading System

Each student's progress, conduct, and attitude are continuously appraised. At the end of each semester, the achievement of each student is reported using the following system of grade assignment. See explanation of grading symbols after listing. Quality points are used in computing grade point average (GPA).

A   = 90-100 Excellent (4 quality points)

B   = 80-89 Good (3 quality points)

C   = 70-79 Satisfactory (2 quality points - See note at the bottom of this list.)

D   = 60-69 Poor (1 quality point)

F   = Below 60 -Failing (0 quality point)

AC   = Articulated Credit

AU   = Audit Course

EXE   = Credit Course Exempted (not computed)

I   = Incomplete (not computed)

IP   = In Progress (not computed)

TR   = Credit Course Transferred (not computed)

W   = Withdrew (not computed)

WF   = Withdrew Failing (0 quality points) - Used through Fall 2020

Z   = Unsuccessful completion due to COVID-19 emergency. (Z is excluded from attempted hours and GPA calculations)

Note: A grade of "C" or better is required in a prerequisite course before a student can progress to the next level of instruction. A minimum average of "C" (2.0 GPA) is required for graduation.

"EXE" Credit by Examination: Upon request and approval, an exemption test may be administered to a student to determine if the student has already gained mastery of the course competencies (See Credit by Examination under Academic Information found in the college catalog). If the student achieves satisfactory performance on the exam, a grade of "EXE" will be recorded. The "EXE" grade carries no grade points, but credit hours will be given identical to the number of credit hours normally assigned to that course at the college.

  "AU" Audit: "AU" indicates the course was taken for no credit. By auditing a course, the student is allowed to attend class without meeting admission requirements and does not receive a grade or credit. Students who audit courses must pay regular tuition, admission, and registration fees. Students are not allowed to change from audit to credit status or from credit to audit status once the term has begun.

"AC" Articulated Credit: "AC" indicates course credit awarded for selected high school classes that meet the Advanced Technical College Credit criteria based on agreement with a high school.

"I" Incomplete: An incomplete grade indicates the student who is performing satisfactory work is unable to meet full course requirements for nonacademic reasons, circumstances beyond the control of the student or instructor. An "I" is recorded until the final grade is established. The incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements. An "I" must be resolved by the end of the third week of the subsequent semester, or the incomplete grade will automatically become an "F." If a grade of "I" is received in any course that is a prerequisite to other courses, then the student must complete the required prerequisite and receive a satisfactory final grade to be eligible to enroll in the next level course.

  "IP" In Progress: "IP" indicates that a final grade could not be posted because the course was not scheduled to be completed at the end of the term. An "IP" grade will remain on the student's record until the instructor completes a change of grade form.

"TR" Transfer Credit: "TR" indicates that the student has successfully completed the course at another postsecondary institution. A grade of "TR" carries no quality points. The student will, however, receive comparable credit hours at the college for the credit hours received at the former institution.

"W" Withdrawal: "W" indicates that a student was permitted to withdraw from a course without academic penalty. Withdrawal without penalty will not be permitted past the deadline posted on the academic calendar.

"*" Learning Support Class: A letter grade followed by an asterisk (*) indicates a learning support course. This grade will not be calculated in the Academic GPA, but will be calculated in the student's financial aid GPA for the Hope Scholarship program.

All F grades will have a last date of attendance recorded and must be supported with an academically related activity.

Academically related activities include, but are not limited to:
- physically attending a class where there is an opportunity for direct interaction between the instructor and students,
- submitting an academic assignment,
- taking an exam, an interactive tutorial or computer-assisted instruction,
- attending a study group that is assigned by the school,
- participating in an online discussion about academic matters, and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:
- participating in student life activities,
- logging into an online class without active participation, or
- participating in academic counseling or advising.

Semester Grade Point Average

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

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

The quality points awarded are then multiplied by the credits for that course to get the quality points earned for the course. Quality points earned for all semester courses are then totaled and divided by the total credits for the semester to obtain the semester grade point average (GPA). Grades of "W" and "WP" are not counted in the cumulative GPA. Hours transferred to GNTC via course exemption and/or prior credit for training are not counted in determining the GPA. Grades of "WF" will be recorded and calculated as an "F" in the GPA. Learning Support Courses will not affect GPA.

GPA Computation Example

Grades Quality Points X Course Credit Hours = Total Quality Points for Course

A in a course gives 4 quality points X 5 credit hour course = 20 total quality points for course. (4x5=20)

B in course gives 3 quality points X 10 credit hour course = 30 total quality points for course. (3x10=30)

C in course gives 2 quality points X 5 credit hour course = 10 total quality points for course. (2 X 5 = 10)

Total Quality Points for Semester = 60 (20+30+10)

Total Quality Points for Semester ÷ Total Credit Hours for Semester = Semester Grade Point Average; therefore, 60 ÷ 20 = 3 (Semester GPA).

Cumulative Grade Point Average

A student's cumulative Grade Point Average (GPA) is the average of all grade points earned at the college. This average is calculated in the same manner as the semester GPA (See GPA Computation Example), but includes all attempts at all credit courses taken at the College. The cumulative GPA is recorded on the student's permanent record.

Work Ethics Grade

A code of ethics is basic to all cultures, groups, and professions. Ethics provide guidelines for living and performing, and they serve as the basis for making difficult decisions. Classroom instruction on ethical work standards is, therefore, provided in occupational courses, and students receive the opportunity to practice and be evaluated on these ethics in an educational setting before they enter the workplace.

The Technical College System of Georgia instructs and evaluates students on work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for students success; appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect, and teamwork.

Students in occupational courses are evaluated twice each semester in terms of work ethics at midterm and at the end of the semester. This evaluation is reflected in a separate grade on their transcript. Students in online courses also receive work ethics grades. Attributes measured are those appropriate to online instruction. Work Ethics grades are not given in Learning Support courses and are given at the instructor's discretion in General Education courses.

The grading scale is as follows: 3=Exceeds Expectations; 2=Meets Expectations; 1=Needs Improvement; and 0=Unacceptable.

Grade Reports

Grade reports are posted to the MyGNTC approximately one week after the final examination period. Students can check their grades on MyGNTC at www.gntc.edu. Grades will not be given out by phone or by email.

Grade Appeal Policy

If there is a dispute over the final grade awarded for a particular course, the student must initiate the grade appeal process, in writing, no later than the end of the third week of the subsequent semester for which the grade was earned.

Good Academic Standing

A student is considered to be in good academic standing if he/she maintains a cumulative GPA of 2.0 or higher. A cumulative GPA of 2.0 or higher is also required for graduation.

Academic Probation and Suspension

Any student who earns a semester GPA of less than 2.0 will be placed on academic probation during the next semester of enrollment. A student placed on academic probation must meet with his/her advisor to develop intervention strategies. A student will be suspended for one semester if the semester GPA falls below a 2.0 for two consecutive semesters. When a student is suspended, that student is not allowed to enroll in classes for the next term. During the first semester of enrollment after academic suspension, a student is placed on academic probation. A student is removed from academic probation by earning a semester GPA of 2.0 or higher.

Drop/Add Period

Students may add and/or drop courses through the third instructional day of the term without penalty. To make a schedule change during the drop/add period, students must log in to MyGNTC. Any student who enters a course after the first day of instruction is required to complete all missed assignments as required by the instructor and should attend the first available class after registration.

GNTC No Show Policy

Instructors are required to provide students with a graded activity within the first seven instructional days of the term for enrollment verification purposes. After drop/add and within the first seven instructional days of the term, instructors are required to accurately report students as either "Present" (P) or as a "No Show" (NS). A "no show" student is a student who fails to verify intent by completing a graded assignment prior to the instructor's no show deadline. Rosters will be verified in MyGNTC, and any student reported as a "no show" by an instructor will be administratively withdrawn from the course and removed from the official course roster.

Failure to accurately report students as either "Present" or "No Show" by the no show reporting deadline may have negative monetary consequences for the student and/or college.

If a student is reported incorrectly, then the instructor must submit a Registration Status Change Form located on GNET2 with the documented reason for the request to either "no show" the student or "reinstate" the student. The form will be routed to the appropriate academic dean for review, and the dean will forward the documentation to the associate vice president of academic affairs for approval. Students whose names do not appear on the official class roster must not be allowed to continue in the course.

Withdrawal from Courses

Students are responsible for initiating a withdrawal from a course. After the Drop/Add period during the beginning of a term, any student withdrawing from a class will receive a grade of "W" through 60% of the term. The last date which a student may officially withdraw from a class is posted on the Academic Calendar located on the GNTC website. A student who wishes to withdraw from a course(s), but who does not want to totally withdraw from the college, can obtain a Drop/Add form

from a Student Help Center located on any GNTC campus or on the GNTC website under Registrar Forms. A student who stops attending after the deadline to withdraw may receive a failing grade and/or loss of financial aid.

Withdrawal from the College

To officially withdraw from the college, the student must obtain a withdrawal form from a Student Help Center located on any GNTC campus. The form should be completed and returned to that office. Failure to do so may result in a failing grade and/or loss of financial aid.

Dean's List

A semester GPA of 3.5 to 3.79 with a course load of at least 12 credit hours will place a student on the Dean's List for that semester.

President's List

A semester GPA of 3.8 or higher with a course load of at least 12 credit hours will place a student on the President's list for that semester.

Graduation

Students are eligible to graduate when the following requirements are met:
 1. The technical certificate of credit (if required), diploma or associate degree seeking student has earned a high school diploma or a GED;
 2. The required number of credit hours and courses in the student's program of study has been satisfactorily completed, and the student has a minimum cumulative GPA of 2.0;
 3. An application for graduation (obtained in the Registrar's Office or the Georgia Northwestern Technical College website) must be completed and submitted to the registrar no later than the end of the semester prior to the semester of the student's anticipated graduation;
 4. Program area exit examination has been completed (if required); and
 5. At least 25% of the credit hours required for graduation have been earned at Georgia Northwestern Technical College. No more than 75% of the credit hours required for graduation may be earned by transfer of credit, credit by examination, or articulation.

Honor graduate status is awarded as follows:

High Honor Graduate
Cumulative GPA of 4.0

Honor Graduate

Cumulative GPA of 3.5 -3.99

Students who re-enroll in the college after an absence of 12 consecutive months or more and who are seeking a degree, diploma, or certificate must meet the graduation requirements as stated in the GNTC Catalog and/or Student Handbook which is in effect at the time of re-enrollment. Students may meet graduation requirements at the end of each semester.

Commencement

Commencement ceremonies are held in the spring and fall. For more detailed information, please visit the graduation page at www.gntc.edu under Registrar. Honor graduates are recognized during the commencement ceremony.

Residency Requirement

Although advanced placement credit is encouraged, Georgia Northwestern Technical College requires that all students graduating from the college must complete a minimum of twenty five percent (25%) of the course work needed for graduation from GNTC. Transfer students must complete a minimum of 25% of their required coursework at Georgia Northwestern Technical College before being issued a degree, diploma, or certificate. No more than 75% of the credit hours required for graduation may be earned by transfer of credit, credit by examination, or articulation. Credit awarded as part of an articulation agreement or awarded based upon corporate/industrial or third party certification, must be validated by the credit-by- examination process in place at the college.

Full-Time Students

Individuals pursuing 12 credit hours or more during a semester are considered to be full-time students.

Part-Time Students

Part-time coursework may be undertaken in any program of study. Students who take fewer than 12 credit hours per semester are considered to be part-time.

Maximum Class Load

The maximum number of credit hours that a student may carry in one semester without special permission from the Office of Academic Affairs is 20.

Program Length

A student who enters a program of study as Program Ready and who takes 15 credit hours per semester can typically finish a program of study in the following number of semesters:

>**Associate Degree:** Four semesters
>**Diploma:** Three semesters
>**Certificate:** Two semesters

However, students should always confer with their advisor to plan their semesters carefully to ensure they are sequencing their courses correctly.

Note: Due to accrediting or licensure issues, some programs require more semesters than the norm.

Academic Advisors

At the time of enrollment, each student will be assigned an academic advisor. The advisor's role is to offer counsel regarding the student's program of study, to make referrals to other services, to provide academic guidance when transferring to other institutions, and to help students monitor their academic progress realistically. Before registering, students are required to meet with their advisors.

With the advent of distance education via the Internet, some students may choose to take one or more classes online and never meet their instructors in person. Online students are still assigned advisors just as campus-based students and are required to communicate with their advisors before registering for classes. Communication with the advisor can be accomplished in person, by telephone, or online. Contact information for faculty is available at the college's website, www.gntc.edu, or a student may call GNTC at 706-295-6963 and ask to speak with or leave a message for a faculty member.

Responsibilities of Academic Advisor

Help students define and develop realistic education/career plans.
Assist students in planning a program consistent with their abilities and interests.
Monitor progress toward educational/career goals.
Discuss and reinforce linkages and relationships between instructional program and occupational/career.
Interpret and provide rationale for instructional policies, procedures, and requirements.
Approve such educational transactions as registration for courses, drop/add, withdrawal, change of status, course substitution, or graduation application.
Refer students when academic or personal problems require intervention by other professionals.
Inform students of the nature of the advisor/advisee relationship.
Refer advisee to another advisor if necessary.
Develop a mentoring relationship with advisees.
Inform advisees of special services available to them for remediation, academic assistance, financial assistance, and other support.

Responsibilities of the Student

Clarify personal values, abilities, interests, and goals.
Contact the advisor when required or when in need of assistance.
Notify the advisor when unable to keep an appointment.
Become knowledgeable and adhere to institutional policies, procedures, and requirements.
Prepare for advising sessions and bring appropriate resources or materials.
Follow through on actions identified during each advising session.
Evaluate the advising system, when requested, in order to strengthen the advising process.
Request re-assignment to a different advisor if necessary.
Accept final responsibility for all academic decisions.

Attendance

Faculty will report any student who has not attended a physical class or participated in an online course by the 7th instructional day of the academic term. A student who does not meet the academically related activity standards during the designated no-show period will be Administratively Withdrawn from the course and reported as a No Show. Any student who is not submitted as a no show or if a student does not self-withdraw by the withdrawal deadline for the term will receive a grade of A, B, C, D, or F. All F grades will have a last date of attendance recorded and must be supported with an academically related activity.

For purposes of federal, Title IV, student financial assistance, the U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Academically related activities include, but are not limited to:
- physically attending a class where there is an opportunity for direct interaction between the instructor and students,
- submitting an academic assignment,
- taking an exam, an interactive tutorial or computer-assisted instruction,
- attending a study group that is assigned by the school,
- participating in an online discussion about academic matters, and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- participating in student life activities,
- logging into an online class without active participation, or
- participating in academic counseling or advising.

In a distance education environment, a student accessing their online class does not constitute as an academically related activity. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity.

Contacting Your Instructor

GNTC instructors make every effort to be accessible to students seeking advisement, assistance with course work, or answers to questions in general. Full-time faculty members have regularly scheduled office hours. Students may make appointments with full-time faculty during scheduled office hours or at other times convenient to the instructor. In addition, faculty members may be contacted through the campus mail system, voice mail, and email. If you are unable to reach your instructor by phone, please leave a voicemail including your full name, return phone number, and message. You should expect a telephone response within 24 business hours during the instructional week.

Adjunct faculty include their contact information on their syllabus. Students not having the syllabus may call the Office of Academic Affairs for assistance.

Please be aware that instructors may not be able to respond to a phone or email message during class time.

Declaring a Major

At Georgia Northwestern Technical College, each degree and diploma program requires students to progress through the following instructional course categories in a developmentally valid sequence:

General Core Curriculum

Occupational Curriculum

Students are encouraged to enroll in a combination of general education courses and occupational courses. Each degree or diploma program complies with program admission standards and competency prerequisites established in the relevant program-specific standards. Students are required to complete prerequisite courses prior to enrolling in subsequent courses.

General Core Curriculum

The general education courses for the degree programs provide the foundations in Language Arts/Communication, Social/Behavioral Sciences, Natural Sciences/Mathematics, and Humanities/Fine Arts.

Occupational Curriculum

Occupational courses are those technical courses that form the majority of the student's program of study. The specific content of the major is determined by the curriculum requirements of each program.

Learning Support Studies

Because GNTC is dedicated to helping its students succeed, importance is placed on testing, placement, and remediation of students. Learning Support courses in reading and writing skills as well as in mathematics are required for students whose placement scores indicate that they need

remediation in one or more academic area. Students lacking the minimum required SAT or ACT scores will be given a placement test after the application for admission and the admission fee have been submitted. This test is used for counseling and placement purposes only. Students will be placed in Learning Support courses based on the test score requirements for their program of study. Test score requirements are posted on the GNTC website under Admissions/Testing Center.

Students placed in ENGL 0090- Learning Support English or MATH 0090- Learning Support Math will also be required to take COLL 1500 Student Success. Students are not eligible to graduate if Learning Support courses, including COLL 1500 Student Success, have not been completed.

Associate Degree Programs

Each student seeking an associate degree at the college is required to satisfactorily complete at least 15 hours in general education that provide the foundations in Language Arts/Communication, Social/Behavioral Sciences, Natural Sciences/Mathematics, and Humanities/Fine Arts. The purpose of the general education core at GNTC is to provide students with a common, broad-based, well-rounded, collegiate level educational experience that ensures breadth of knowledge and adheres to a coherent rationale.

Diploma Programs

Each student completing a diploma program at the college is required to satisfactorily complete a minimum number of hours in diploma basic skills courses, based on the program standards. For the diploma-seeking student, that course of study typically consists of an appropriate course in mathematics, English, and psychology. This requirement is based upon the belief that to be well-trained is not enough. Today's technician must also be competent in the use of written and spoken language, possess adequate computational skills, and have good interpersonal skills.

Online Classes

An online course is one delivered over the Internet using Blackboard Learning Management System (LMS) through the Georgia Virtual Technical Connections. Hybrid courses use the LMS and also meet on campus part of the time. Web-enhanced classes meet on campus the required time but have some components in the LMS.

- Online-the course instruction is entirely online and communication with your instructor is done within an online learning management system. Some courses require a proctored exam. Syllabus must be checked.
- Hybrid-the course is taught partially online and on campus. The amount of time spent in the classroom can vary by instructor. This structure offers the opportunity to be in the classroom for personal communication.
- Web-enhanced-all meetings are on campus, but many components of the course, like the syllabus, assignments, etc. will be housed in the learning management system.

Students are issued a username and password for the Blackboard LMS, which should be kept confidential and never passed to another student or family member.

Course Substitution

The college will permit substitution from the prescribed curricula only under unavoidable or exceptional circumstances. To request a deviation from the prescribed course of study, the student should first consult an advisor in that program area. If the student is advised to pursue the course substitution, the advisor will complete a Course Substitution Form, describing the substitutions

sought and the reason for making that request. The completed form will be submitted to the office of the Registrar for review.

Auditing a Course

A student who wishes to audit a course must complete an application for admission and pay the application fee. 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 on the GNTC website under Registrar Forms;
- Are not permitted to change from audit to credit or from credit to audit after the Drop/Add period for the term;
- 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;
- Students must meet all prerequisites for the courses they audit.
- 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.

Change of Major (Program Transfer)

Students have the privilege of transferring from one program to another while enrolled at Georgia Northwestern Technical College. In the event a student declares a change of major, the student's placement test scores and previously earned credits will be evaluated in terms of the new major. In some instances, a change of major will result in additional General Education course work. The student must meet admission requirements and any other qualifications for the new major. Students desiring to change their majors should complete a Change of Status form available in the Student Help Center located on all campuses. Students may change their major prior to the first day of the semester and no later than the last day of the designated drop/add period of the semester. Some programs may have waiting lists and may not be available for immediate entry.

College Transfer

Under an articulation agreement with the Board of Regents (BOR) of the University System of Georgia, there are 27 Technical College System of Georgia (TCSG) general education courses that will now transfer to a BOR College. Check with your advisor or the Student Help Centers to determine which of those 27 courses GNTC offers. Students wishing to have other courses transferred to a BOR college, or are planning to transfer to a non-BOR college, must contact the receiving college to determine if the courses will be accepted for transfer.

Transient Student Approval

Transient student status is available for current Georgia Northwestern Technical College students wishing to attend another accredited institution to complete courses for transfer back to GNTC.

Transient Status Requirements:
- Student must have at least a 2.00 cumulative grade point average and be in good standing. Course(s) must be required for student's current program of study at GNTC.
- Student must have no "holds" at GNTC.
- Student must meet any pre-requisite or test score requirements.

- Student must be a current student (must have attended GNTC within the past 12 months) or submit an admissions application to a Student Help Center for the current term.

Note: If the request is for transient classes on-line at another Technical College System of Georgia (TCSG) institution, a student must apply through the Georgia Virtual Technical Connection (GVTC) at www.gvtc.org. Students must adhere to the deadline for transient students by the host college as they may differ from GNTC.

Current GNTC students wishing to take an on-campus course at another TCSG institution or at an accredited college or university may complete a Request for Transient Status form and submit it to the Registrar's office on any GNTC campus. Upon approval, a transient letter will be sent to the requested institution.

Class Cancellation

The college reserves the right to cancel any class.

Course Prerequisites

Course prerequisites listed in the Catalog must be met before advanced courses may be taken. Students must earn a grade of "C" or better in a prerequisite course in order to take the higher level course.

Academic Credit for Prior Learning

There are several avenues for Georgia Northwestern Technical College students to receive academic credit for prior learning:

Advanced Placement (AP) Credit — Students who earn scores of three or higher on the College Board Advanced Placement tests, for which the college offers equivalent courses, will be awarded the appropriate credit at GNTC. This credit is designated as TR on the academic transcript and is included in students' earned hours, but not included in the calculation of semester, cumulative, and graduation grade point averages. Applicants must have official test scores mailed directly from the College Board to GNTC.

College-Level (CLEP) Credit — College-Level Examination Program tests are nationally recognized exams developed by the College Board that allow students to receive credit in certain subject areas. CLEP Credit is awarded based on score recommendations of the Council on College Level Services. CLEP credit is designated as TR on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. Note: Time limits that apply to transfer credit apply to credit by exam.

Credit-by-Exam/Exemption Testing —If circumstantial evidence, such as experiential learning, indicates the probability of special technical aptitude or knowledge on the part of the petitioning student, a written, oral, and/or performance examination can be given. This credit is designated as EXE on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. The following exemption tests are administered by appointment for persons wishing to establish credit by examination in one or more of the following subjects:

- ALHS 1011 – Structure and Function of the Human Body (Test Only Available on Floyd and Walker Campuses)
- ALHS 1040* -Introduction to Health Care (Test Only Available on Floyd and Walker)

- ALHS 1090 -Medical Terminology for Allied Health Sciences (Test Only Available on Floyd and Walker)
- CIST 1001 - Computer Concepts
- CIST 1130 - Operating Systems
- ENGL 1010 - Fundamentals of English I
- MATH 1011 - Business Math (bring a calculator)
- MATH 1012 - Foundations of Mathematics (bring a calculator)
- MATH 1013 - Algebraic Concepts (bring a calculator)
- COMP 1000 - Introduction to Computers (Both a Written and Skills Component)*ALHS 1040 is a two-part test. The tester will take the written portion first. If he/she is successful, an appointment will be made for the tester to complete physical checkoffs, the second portion of the test. In addition, the tester must present a valid CPR card at the time of testing.

Exemption of other courses may be available upon request (see advisor). Be aware that a significant amount of course knowledge is needed in order to pass the exams with 80% which is required to receive credit for the course. If 80% is achieved, the student will receive an "EXE" as the grade, indicating that he/she received the credit through an exemption test. The "EXE" carries no grade points, but the number of credit hours normally assigned to the course will be awarded. The following rules apply to those wishing to establish credit by examination (exemption test):

1. A person who wishes to take an exemption test must make an appointment with the Office of Academic Affairs in advance by calling 706-764-3519.
2. A student must be accepted or currently enrolled as a credit student at GNTC in order to register for an exemption test;
3. A student may not change any existing grade on his/her transcript by taking an exemption test;
4. A student has one opportunity to pass an exemption test per available course. If he/she fails to pass the exemption test on the first try, he/she may not repeat the test later for a second try;
5. The cost of each test will be 25% of tuition per credit hour of the course, payable at the GNTC Office of Administrative Services, at the time of testing. Payment may be by cash, check, or debit/credit card;

    Experiential Learning and Professional Certification Credit — At GNTC, instructors may recommend awarding credit for documented previous training by submitting an Experiential Learning and Professional Certification Credit Request Form (with documentation) to the vice president of academic affairs. The vice president of academic affairs reviews the request and upon approval, forwards the request to the registrar. The credit is designated as EXP on academic transcript and is included in students' earned hours, but is not included in the calculation of semester, cumulative, and graduation grade point averages.

    TCSG Statewide Articulated Credit/Credit for High School Coursework —Recent high school graduates may be eligible to receive advanced technical college credit based upon an articulation agreement signed by the school system superintendent and the Georgia Northwestern Technical College president. Local articulation and curriculum alignment agreements are in place to meet the needs of the community. These agreements serve students by facilitating the smooth transition of students from secondary to postsecondary technical colleges, encouraging postsecondary education, and elimination of undue entrance delays, duplication of course content, and/or loss of credit. High school graduates may receive advanced technical college course credit by passing an exemption exam for each course of attempted credit. High school graduates with a "B" grade or better in a high school articulated class are eligible to take an exemption exam. The following stipulations apply:

- The applicant must meet regular admission status in order to be eligible to receive advanced technical college credit (articulated credit);
- The student must enroll at Georgia Northwestern Technical College within 24 months of their high school graduation date;
- A passing score must be achieved in order to receive credit for the course. This credit (Articulation Credit) is designated as AC on academic transcripts, and is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. For more information on the requirements to earn advanced technical college credit, high school students should contact their high school counselor or the high school initiative coordinator at Georgia Northwestern Technical College.

International Baccalaureate (IB) Credit — Students who have taken appropriate high school courses determined and achieved scores of three or higher on International Baccalaureate examinations will receive credit for equivalent courses offered by the college. IB Examinations are offered by the International Baccalaureate Examination Board. Applicants must have official test scores mailed directly to GNTC. This credit is designated as IB on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages. Students should direct questions to registrar@gntc.edu about IB credit.

Military Credit — GNTC awards credit for courses completed at military service schools. The awarding of credit is based American Council of Education (ACE) recommendations as listed in A Guide to the Evaluation of Educational Experiences in the Armed Services. This credit is designated as TRM on academic transcripts, is included in students' earned hours, and is not included in the calculation of semester, cumulative, and graduation grade point averages.

Competency Tests

Competency tests are administered by appointment for persons wishing to establish credit for courses they have taken, for which they received a grade of "C" or better, but have exceeded the course validity limit. Course validity limits for Health Technologies and Nursing and Allied Health Technologies programs can be found in our catalog. These courses may be transfer courses or courses taken at GNTC. The competency test establishes that they still retain aptitude in that subject.

The following rules apply to the student wishing to take a Competency Test:

A student must have the course(s) in question first verified that a competency test is necessary by one of the following people:

Floyd County Campus, Frank Pharr, Dean of Academic Affairs, fpharr@gntc.edu, or telephone 706-295-6881

Floyd County Campus, Patti Oliver, poliver@gntc.edu, or telephone 706-295-6882

Walker County Campus, Denise Grant, Executive Director of Nursing, dgrant@gntc.edu, or telephone 706-764-3532

Walker County Campus, Fran Shugars, fshugars@gntc.edu, or telephone 706-764-3520

Once a course is confirmed as having exceeded its validity, a student must register to take the test with Adi Baxter, abaxter@gntc.edu or 706-764-3519.

A student must be accepted or currently enrolled at GNTC in order to register for a competency test;
A student may not change any existing grade on his/her transcript by taking a competency test;
A student has only one opportunity to pass a competency test per available course. If he/she fails to pass the competency test on the first try, he/she may not challenge the test later for a second try;
The cost of each test is 25% of tuition per credit hour of the course, payable at the GNTC Office of Administrative Services, at the time of testing. Payment may be by cash, check, or debit/credit card.

Competency Tests are available for the following subjects:

BIOL 2113 – Anatomy and Physiology I
BIOL 2114 – Anatomy and Physiology II
BIOL 2117 – Introduction to Microbiology
CHEM 1211 – Chemistry I
MATH 1111 – College Algebra (bring a calculator)
PHYS 1110 – Conceptual Physics or ALHS 1126 Health Science Physics

Transcript Evaluation

The college may accept transfer credits from regionally or nationally accredited colleges. A grade of "C" or better is required for the credit to transfer. Transfer credit is given only for courses with equivalents at GNTC; however, GNTC does not issue transfer credit for learning support classes. To receive transfer credit, the student must have official copies of all college transcripts sent to a Student Help Center located on any GNTC campus. Full credit will be awarded for courses, subject to GNTC assuring that accreditation requirements are met. Transcripts are generally evaluated within two weeks after receipt.

Student Responsibilities

It is a basic and fundamental responsibility of the college to maintain order through reasonable policies and procedures. The filing of an application shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of Georgia Northwestern Technical College. A student forfeits his/her right to remain at the college if he/she fails to comply. A Student Code of Conduct, including the Student Disciplinary Policy and Procedure, may be found in the Student Handbook. Students are responsible for being informed of all policies and procedures required for continued attendance at Georgia Northwestern Technical College. Policies and procedures are generally found in the College Handbook and in the GNTC Catalog. The college's regulations will not be waived because a student pleads ignorance of established policies and procedures. A student who is unsure of any policy or procedure should seek clarification from the office of student affairs.

Student Rights

Georgia Northwestern Technical College promotes a climate of academic integrity, critical inquiry, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. The college protects the rights of its educational mission, vision, and purpose. Students have the right to the following:

1. To be in an atmosphere that is conducive to learning and to attend GNTC educational programs, course offerings, and activities on campus or any activity sponsored by GNTC off campus in accordance with GNTC policies and procedures.

2. To obtain the necessary knowledge, skills, and abilities in order to acquire skill competencies and obtain employment by participating in programs, course offerings, and activities in accordance with GNTC policies and procedures.

3. To develop intellectual, personal, and social values.

4. To due process procedures.

5. To participate in institutional decision making.

6. To participate in approved student organizations in accordance with GNTC policies and procedures.

7. To privacy as outlined in the Family Education Rights and Privacy Act (FERPA).

Student Services

The Office of Student Success assists students in developing the attitudes and abilities needed to be successful in the occupations they plan to enter.

Career Planning/Exploration

If a student needs help determining his/her career path, staff in the GNTC Testing Centers can provide career guidance, various career interest assessments, computerized career exploration, and guidance assistance with program selection. The service is free and open to the public. Any adult wishing to add value to his or her life through education may contact Career Services to make an appointment.

Students with Disabilities

Georgia Northwestern Technical College provides a number of services for students with disabilities to assist in equal access in the academic and technical components of their program of study. A disability is described as a condition that impairs or restricts one or more major life activities. Accommodations are extended to students who have:

- Vision or Hearing Impairments
- Learning Disabilities
- Physical Disabilities
- Medical Impairments
- Psychological Impairments
- Supporting Documents

These services include but may not be limited to extra time, note takers, alternate formatted textbooks and files, reading software, screen magnifiers, digital recorders, interpreters, adaptive keyboards, assisted listening devices, and closed-caption televisions.

Georgia Northwestern Technical College is in compliance with the rules and regulations for the administration of Section 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act, (ADA) and the 2008 American with Disabilities Act Amendments Act, (ADAAA). A Disability Services Coordinator is available to assist students with disabilities who need accommodations, specialized equipment, or referral services. For accommodation services contact the appropriate Coordinator listed below.

Floyd, Gordon, and Polk Campuses
Kevan Watkins, Director, Accessibility Services

kwatkins@gntc.edu
Floyd County Campus, A127e
One Maurice Culberson Drive
Rome, GA 30161
706-295-6517

Catoosa, Gordon, Walker and Whitfield Murray campuses
Brittany Elrod, Accessibility Services Coordinator
belrod@gntc.edu
Walker County Campus, Room ADM-209
265 Bicentennial Trail
Rock Spring, GA 30739
706-965-1139

Veteran's Educational Services

Georgia Northwestern Technical College assists armed services veterans and other students eligible for veteran's education benefits from the Veteran's Administration (VA). The Office of Financial Aid coordinates with other campus offices to provide assistance and counseling. The veteran should be prepared to sustain initial school costs since benefits will not begin for several weeks after enrollment. Students receiving VA benefits must adhere strictly to a planned program of study as indicated on his or her appropriate school and VA forms.

Program changes are to be reported promptly on appropriate VA forms through the office of financial aid. All dual majors must be pre-approved by the VA office; therefore, prior notification is imperative. All students receiving VA educational benefits are also required to report changes in course load, withdrawals, or interruptions in attendance to the Office of Financial Aid to minimize personal liability resulting from over-payment of VA benefits.

Student Organizations and Activities

Several activities are available to Georgia Northwestern Technical College students to enhance the college experience. Please refer to the Student Handbook for information about the organizations and activities.

Community Services

WIOA Youth Success Academy

The Youth Success Academy is specifically designed for out of school youth who wish to attain a GED® and a technical education. The participants in the program will be involved in: GED® Preparation, Survival Skills for Youth Workshops, Customer Service Workshops, Career Exploration Activities, Community Service Projects, and Reader's Theater.

The WIOA Youth Success Academy is sponsored through the Northwest Georgia Regional Commission Workforce Innovation and Opportunities Act. Those who are eligible may apply for travel and childcare stipends. Referrals may come through any number of sources, including self-referral. The Youth Success Academy is located at the Floyd and Walker County Campuses. The hours of operation are 8:30 am - 4:00 pm. For more information, contact Carrie Allmon, WIOA Youth Services Academy Assistant, at 706-764-3728, or email her at callmon@gntc.edu.

Adult Education

Adult Education and Literacy Services

Georgia Northwestern Technical College's Adult Education Programs are designed specifically for adults with their unique educational and skills requirements. Our adult learning centers can prepare an individualized program of study or class instruction based on an assessment of skills levels in reading, social studies, science, writing skills, and mathematics. There are also classes for English Language Learners (ELL). Preparation courses for the General Educational Development® (GED®) Tests for high school equivalency are also available.

Adults of all ages, age 18 and older, can participate in day or evening programs which are tuition free. (Underage youth, 16 and 17, who are officially withdrawn from school can participate only with special permission from their parents/guardian and from the Office of Adult Education.) All enrollees receive an educational evaluation and information on how to achieve their personal learning goals.

The learning centers have professional adult education instructors and the latest materials and educational technologies to help students move quickly into their future technical education, job training, or employment.

Adult Education Class Locations

Catoosa County
Catoosa County Adult Learning Center: (706)965-6155 ext. 7

Chattooga County
Chattooga County Adult Learning Center: (706)857-0771

Dade County
Dade County Adult Learning Center: (706)657-2205

Floyd County
Georgia Northwestern Technical College Adult Learning Center, Rome: (706)295-6917
The Language and Literacy Center, Sara Hightower Library, Rome: (706)236-4627 for ELL

Gordon County
Georgia Northwestern Technical College Adult Learning Center, Calhoun: (706)624-1111

Polk County
One Door Polk, Cedartown: (706)748-2528
Georgia Northwestern Technical College Adult Learning Center, Rockmart: (706)684-7521

Walker County
Georgia Northwestern Technical College Adult Learning Center, Rock Spring: (706)764-3679

Whitfield County
Georgia Northwestern Technical College Adult Learning Center, (706)272-2909
Call the nearest Adult Learning Center for information about class times and registration.

General Educational Development® Testing Centers

Georgia Northwestern Technical College has four official GED® Testing Centers for administering the General Educational Development® Tests. A GED® diploma is issued by the state of Georgia through the Technical College System of Georgia to those adults who pass a series of four tests in the areas of Science, Social Studies, Mathematical Reasoning and Reasoning Through Language Arts. Those who have not graduated from high school in the United States or Canada, or previously earned a GED® and are 18 years of age or older, are eligible for the test. (Underage youth ages 16 and 17 must obtain special permission from the Technical College System of Georgia in order to take test.) GED® candidates 19 years or younger must provide a high school withdrawal document.

The GED® Testing fee is currently $160. However, test preparation services offered through the Adult Education program are free. Pre-registration is required, and a government issued photo ID is necessary for registration.

The testing centers, located in Floyd, Gordon, Walker and Whitfield counties, regularly administer the tests at various times throughout the month. For information, call the Floyd County office at (706)295-6975, the Walker County office at (706)764-3817, the Gordon County office at (706)-624-1111 or the Whitfield-Murray County office at (706)272-2909.

Awards and Honor Society

Each year students in GNTC's Adult Education programs participate in the local EAGLE Awards (Exceptional Adult Georgians in Literacy Education). County winners compete to become the EAGLE delegate who represents GNTC at the statewide level. EAGLE delegates participate in the state Leadership Institute and serve as local ambassador for Adult Education.

GNTC is a member of the National Adult Education Honor Society. Student selection for the National Adult Education Honor Society is based on dependable attendance, a cooperative attitude, and work ethic. All Adult Education students are eligible to be inducted into the honor society.

Library Services

GNTC Library Services

Georgia Northwestern Technical College libraries provide students, faculty, and staff with reference materials for in-house use, items for check-out, access to technology and electronic resources, and research instruction and/or assistance. Each campus of GNTC has a library facility and qualified librarians and staff to assist users.

Library holdings are in excess of 75,000 items. Library materials include books, audio-books, e-books, CD-ROMs, DVDs, streaming video, as well as newspapers and journals to support all GNTC programs of study. Library computers provide access to software applications, the Internet, the library online catalog, and a vast array of electronic resources via GALILEO (GeorgiA LIbrary LEarning Online) and other privately licensed databases. These resources are available online at http://gntc.libguides.com/library.

Library Services provides wireless internet access for students to use with their own laptop computers or with laptop computers available for checkout and use in the library. Other equipment available in the library includes desktop computers, LED TV's with DVD players, laminators, digital cameras, digital video recorders, LCD projectors, and photocopiers. Library staff provide library instruction in addition to computer and reference assistance.

Interlibrary loan services (borrowing library materials worldwide) are available to all faculty, staff, and students at no charge. GNTC faculty, staff, and students have reciprocal borrowing privileges with Berry College, Shorter University, Dalton State College, Covenant College, and Georgia Highlands College libraries.

Library Hours

Catoosa County Campus
Monday-Thursday: 8:30am – 4:30pm

Floyd County Campus
Monday-Thursday: 8:30am – 4:30pm

Gordon County Campus
Monday-Thursday: 8:30am – 4:30pm

Polk County Campus
Monday - Wednesday: 8:30am - 1:30pm
Thursday: 8:30am – 12:30pm

Walker County Campus
Monday-Thursday: 8:30am – 4:30pm

Whitfield Murray Campus
Monday-Thursday: 8:30am – 4:30pm

Check with your campus library for hours between academic terms. For further information, visit the GNTC libraries or the GNTC library website at http://gntc.libguides.com/library.

Course Descriptions

Credit Course Descriptions: On the following pages students will find descriptions of courses offered by the college. Course descriptions identify course names, short summaries of course contents, and prerequisites that must be taken before other specific courses can be taken. Students must earn grades of "C" or better in prerequisite courses in order to take higher level courses. Course descriptions also identify corequisite courses that must be taken with specific courses, and the number of credit hours students will earn with successful completion of courses.

Course Number Identification: Courses numbered 0090-0099 are Learning Support courses and do not carry credit towards graduation. Courses numbered 1000 and above carry credit towards graduation. General education courses carrying a course number of 1000-1099 are diploma courses. Course numbers from 1100-2000 identify degree courses. Occupational courses are numbered 1000-2999. Associate of applied science degree students taking general education courses for associate degree programs must take general education/core courses numbered 1100-2999. ENGL 1101, for example, is an associate degree level course. The College reserves the right to cancel or delete any course section with insufficient enrollment.

ACCT - Accounting

ACCT 1100 - Financial Accounting I (4)

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.

Prerequisite: Program Admission.

ACCT 1105 - Financial Accounting II (4)

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.

Prerequisite: ACCT 1100.

ACCT 1115 - Computerized Accounting (3)

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.

Prerequisite: ACCT 1100 COMP 1000.

ACCT 1120 - Spreadsheet Applications (4)

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.

Prerequisite: COMP 1000.

ACCT 1125 - Individual Tax Accounting (3)

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACCT 1130 - Payroll Accounting (3)

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.

Prerequisite: ACCT 1100.

ACCT 2000 - Managerial Accounting (3)

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.

Prerequisite: ACCT 1105.

ACCT 2120 - Business Tax Accounting (3)

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.

Corequisite: ACCT 1125.

ACCT 2125 - CapstoneReview Acct Principles (3)

Guides the student in dealing with ethics, internal control, fraud and financial statement analysis in the accounting environment which will require students to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. Will prepare students in developing a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. Will help the student understand financial statement analysis and the relation to fraud, and fraud detection. Will prepare the student for the ACAT Comprehensive Examination for Accreditation in Accountancy.

ACCT 2130 - Integrated Acct ManagementSyst (3)

Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include: creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACCT 2140 - Legal Environment of Business (3)

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.

Prerequisite: Program Admission.

ACCT 2145 - Personal Finance (3)

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACRP - Automotive Collision Repair

ACRP 1000 - Introduction to Auto Collision Repair (4)

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces vehicle construction types and the parts identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

ACRP 1005 - Automobile Component Repair and Replacement (4)

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.

Corequisite: ACRP 1000.

ACRP 1010 - Foundations of Collision Repair (5)

This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

ACRP 1015 - Fundamentals of Automotive Welding (4)

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.

Prerequisite: Program Admission. Corequisite: ACRP 1000.

ACRP 1017 - Mechanical and Electrical Systems I (4)

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

Prerequisite: Program Admission.

ACRP 1018 - Mechanical and Electrical Syst (4)

This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1019 - Mechanical and Electrical Systems II (5)

This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

Prerequisite: Program Admission.

ACRP 2000 - Introduction to Refinishing (5)

This course introduces the hand and pneumatic tools, spray guns, materials and procedures involved in preparing automobile bodies for refinishing. Typical methods and techniques used in detailing a refinished automobile surface are also introduced in this course.

ACRP 2001 - Introduction to Auto Painting and Refinishing (5)

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

ACRP 2002 - Painting and Refinishing Techniques (5)

This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

ACRP 2005 - Fundamentals of Refinishing I (5)

The course introduces the spray gun equipment, materials, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing theories and procedures.

ACRP 2008 - Fundamentals of Refinishing II (3)

This course further expands on the spray gun equipment, materials, and techniques used in the application of special paints to automobile finishes introduced in Fundamentals of Refinishing I. Emphasis will be placed on blending, tinting, and matching colors.

ACRP 2009 - Refinishing Internship (2)

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.

Prerequisite: ACRP 1000.

ACRP 2010 - Major Collision Repair (5)

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.

Prerequisite: ACRP 1000.

ACRP 2015 - Major Collision Replacements (5)

This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.

Prerequisite: ACRP 1000.

ACRP 2019 - Major Collision Repair Internship (2)

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.

Prerequisite: ACRP 1000. Corequisite: ACRP 2010 ACRP 2015.

ACRP 2108 - Refinishing Internship I (1)

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

Prerequisite: ACRP 1000.

ACRP 2109 - Refinishing Internship II (1)

Provides continued occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming and paint preparation, special refinishing applications; urethane enamels,; tint and match colors; and detailing.

Prerequisite: ACRP 2118.

ACRP 2118 - Major Collision Repair Internship I (1)

Provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement

Prerequisite: ACRP 1000. Corequisite: ACRP 2010 ACRP 2015.

ACRP 2119 - Major Collision Repair Internship II (1)

Provides continued occupation based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics included: 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.

Prerequisite: ACRP 2118.

AIRC - Air Conditioning Technology

AIRC 1005 - Refrigeration Fundamentals (4)

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

AIRC 1010 - Refrigeration Principles and Practices (4)

This course introduces the student to basic refrigeration system principles and practices. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and refrigeration safety.

AIRC 1020 - Refrigeration Systems Components (4)

This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

AIRC 1030 - HVACR Electrical Fundamentals (4)

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040 - HVACR Electrical Motors (4)

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

AIRC 1050 - HVACR Electrical Components and Controls (4)

Provides instruction in safely identifying, installing, and testing commonly used electrical components and control systems used in an air conditioning system. Topics include identification, installation, application, diagnosis and safety procedures for : transformers, thermostats, pressure switches, control boards and commonly used HVACR controls and control systems.

AIRC 1060 - Air Conditioning Systems Application and Installation (4)

Provides instruction on the design and installation of residential air conditioning systems. Topics include: heat load studies, duct design procedures, split systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070 - Gas Heat (4)

This course introduces principles of combustion, installation and service requirements for gas heating systems. Topics include installation, servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Corequisite: AIRC 1030.

AIRC 1080 - Heat Pumps and Related Systems (4)

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, reversing valves, and troubleshooting techniques.

Corequisite: AIRC 1010 AIRC 1030.

AIRC 1090 - Troubleshooting Air Conditioning Systems (4)

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include air flow, air filters, psychrometrics, troubleshooting techniques, electrical controls, the refrigeration cycle, electrical servicing procedures, and safety.

Corequisite: AIRC 1010 AIRC 1030.

AIRC 2005 - Design&Appl-Light Com Air Cond (4)

Continues in-depth instruction on components and functions of air conditioning systems with emphasis on design and application of light commercial air conditioning systems. Topics include: refrigeration piping, hydronic piping, pump sizing, commercial load design, air flow, codes, and safety.

AIRC 2010 - Light CommAirCondCtrl System (4)

Emphasizes the study of complex control systems on light commercial air conditioning systems. Topics include: pneumatic controls, electronic controls, electrical controls, mechanical controls, and safety.

AIRC 2020 - Light Comm Air Cond Systs Oper (4)

Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations, refrigeration components, energy management, codes, and safety.

AIRC 2040 - Residential Systems Designs (4)

Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.

AIRC 2050 - GASt.&Local ResidAirCond Codes (4)

Presents advanced level residential air conditioning code concepts and theories. Topics include: local residential air conditioning codes, state residential air conditioning codes, gas piping, refrigeration piping, and safety.

AIRC 2060 - Air Distri Syst Resid Air Cond (4)

Continues development of air systems concepts, theories, and skills. Emphasis will be placed on test and balance techniques and fan laws. Topics include: test and balance techniques, fan laws, and safety.

AIRC 2070 - Commercial Refrigeration Desig (4)

Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

AIRC 2080 - Commercial Refrigeration Appl (4)

Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.

AIRC 2090 - Troubleshooting and Servicing Commercial Refrigeration (4)

Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

ALHS - Allied Health Science

ALHS 1011 - Structure and Function of the Human Body (5)

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.

Prerequisite: Program Admission.

ALHS 1040 - Introduction to Health Care (3)

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Prerequisite: Program Admission.

ALHS 1090 - Medical Terminology for Allied Health Sciences (2)

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

AMCA - Advanced Machine Tool

AMCA 2110 - CNC Fundamentals (4)

Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, introduction to CAD/CAM.

AMCA 2130 - CNC Mill Manual Programming (5)

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

AMCA 2150 - CNC Lathe Manual Programming (5)

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

AMCA 2170 - CNC Practical Applications (4)

Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC progamming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

Prerequisite: AMCA 2110 AMCA 2130 AMCA 2150.

AMCA 2190 - CAD/CAM Programming (4)

Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

AMFT - Applied Manufacturing Technology

AMFT 1000 - World Class Manufacturing (2)

Introduces students to the concepts, policies, techniques and principles for operating and managing a manufacturing company. Topics include an introduction to Lean Manufacturing, Six Sigma and Total Productive Maintenance (TPM) concepts

Prerequisite: Program Admission.

AMFT 1200 - General Industrial Math (2)

Introduces students to the concepts associated with general industrial math.

Prerequisite: Program Admission.

AMFT 1500 - Industrial Safety and OSHA Procedures (2)

This course provides an in-depth study of the health and safety practices required for maintenance of industrial and commercial operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, lift truck safety, lift truck operation, safety procedures; and first aid and cardiopulmonary resuscitation.

Prerequisite: Program Admission.

ARTS - Art

ARTS 1101 - Art Appreciation (3)

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.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

AUMF - Automated Manufacturing Technology

AUMF 1110 - Flexible Manufacturing Systems I (5)

This course provides instruction in manufacturing control process and work cell interfacing. Emphasis is placed on open and closed loop systems. Instruction is also given in the area of linear integrated circuits. Topics include process control, sensor and cell level interfacing, fluid level, pressure, and flow measurement, pneumatic controls, and human factors and safety.

AUMF 1120 - Programmable Controllers (5)

This course studies basic programmable controller application skills and techniques, and programmable controllers in typical environments as an element of a complex manufacturing cell. Topics also discussed will include the hands-on development of the programming, operation, and maintenance of industrial PLC systems.

Prerequisite: IDFC 1005.

AUMF 1130 - Applied Hydraulics, Pneumatics, and Mechanics (2)

Emphasizes mechanical techniques for maintaining, troubleshooting, installing, and repairing drives, conveyor systems, and valves. Topics include: gas laws; pressure and force calculations; hydraulic systems vs pneumatic systems; cylinders, pressure controls, and system controls; hydraulic and pneumatic symbology; hydraulic and pneumatic system layout; interfacing hydraulic or pneumatic

systems with other systems; applied mechanisms; belt, chain, and gear drives; drive train components; valves; and conveyor systems.

AUMF 1140 - Electrical Controls (3)

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits; operation, application and ladder diagrams, AC and DC servo drives, and DC stepper drives. Topics include: ladder and wire diagrams, switching circuits, manuel controls and devices, automatic controls and devices, and application and operation of controllers and controls.

AUMF 1150 - Introduction to Robotics (3)

Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

Prerequisite: AUMF 1120 IDSY 1120.

AUMF 1210 - Flexible Manufacturing Systems II (5)

This course reviews flexible manufacturing system electrical, electronic and mechanical principles by providing opportunities to plan and prepare for constructing and operating an actual flexible automated system. Emphasis is also placed on work cell design by allowing students to work in instructor-supervised teams assembling and operating automated production system cells. Topics include flexible system planning and preparation, work cell design, prototype or demonstration work cell operation, and work cell debugging and troubleshooting.

AUMF 1310 - Flexible Manufacturing Systems III (5)

This course continues the study of flexible manufacturing systems. Students will employ planning documentation skills developed in previous flexible manufacturing courses to install an automated system, produce a first run product, and operate the system. Emphasis is placed on changing the function for product produced by the automated system to adapt the system to function as a flexible system.

AUMF 1520 - Manufacturing Organizational Principles (1)

This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing processes, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

AUMF 1540 - Manufacturing Workforce Skills (2)

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change, and creating a positive image.

Prerequisite: Program Admission.

AUMF 1560 - Manufacturing Production Requirements (1)

AUMF 1580 - Automated Manufacturing Skills (3)

AUMF 1660 - Representative Manufacturing Skills (4)

This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

Prerequisite: Program Admission.

AUMF 2060 - Work Cell Design Laboratory (2)

Allows students to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include: work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

Prerequisite: Program Admission.

AUTT - Automotive Technology

AUTT 1010 - Automotive Technology Introduction (2)

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1020 - Automotive Electrical Systems (7)

This course introduces automotive electrical systems emphasizing the basic operating principles, diagnosis, and service/repair of batteries, starting systems, charging systems, lighting systems, instrument cluster and driver information systems, and body electrical systems.

Corequisite: AUTT 1010.

AUTT 1021 - Automotive Electrical Systems I (4)

This course introduces automotive electrical systems emphasizing the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

Corequisite: AUTT 1010.

AUTT 1022 - Automotive Electrical Systems II (3)

This course emphasizes the basic principles, diagnosis, and service/repair of charging systems, advanced lighting systems, instrument cluster and driver information systems, and body electrical systems.

Corequisite: AUTT 1021.

AUTT 1030 - Automotive Brake Systems (4)

This course introduces brake systems theory and its application to automotive barking systems and anti-lock brake system (ABS). Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; related systems (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; and electronic brake control systems.

Corequisite: AUTT 1010.

AUTT 1040 - Automotive Engine Performance (7)

This course 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, and emission control systems diagnosis and repair.

Prerequisite: AUTT 1020 or AUTT 1021, or AUTT 1022.

AUTT 1041 - Automotive Engine Performance I (3)

This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

Prerequisite: AUTT 1020, AUTT 1021, AUTT 1022.

AUTT 1042 - Automotive Engine Performance II (4)

This course continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

Prerequisite: AUTT 1020 AUTT 1022.

AUTT 1050 - Automotive Suspension and Steering Systems (4)

This course 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; and wheel and tire diagnosis and repair.

Corequisite: AUTT 1010.

AUTT 1060 - Automotive Climate Control Systems (5)

This course introduces the theory and operation of automotive heating, ventilation, and air conditioning (HVAC) 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; and refrigerant recovery, recycling, and handling.

Prerequisite: AUTT 1020.

AUTT 1070 - Automotive Technology Internship (4)

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.

Prerequisite: AUTT 1010 AUTT 1020 AUTT 1030.

AUTT 2010 - Automotive Engine Repair (6)

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.

Corequisite: AUTT 1010.

AUTT 2011 - Automotive Engine Repair I (3)

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

Corequisite: AUTT 1010.

AUTT 2012 - Automotive Engine Repair II (3)

This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

Corequisite: AUTT 2011.

AUTT 2020 - Automotive Manual Drive Train and Axles (4)

This course introduces the basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive line operation, diagnosis, service, and related electronic controls. Topics include: general drive train diagnosis; clutch diagnosis and repair; manual transmission/transaxles diagnosis and repair; drive shaft and half shaft, universal and constant velocity (CV) joint diagnosis and repair; drive axle diagnosis and repair; and four-wheel drive/all wheel drive component diagnosis and repair.

Corequisite: AUTT 1010.

AUTT 2030 - Automotive Automatic Transmissions and Transaxles (5)

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.

Prerequisite: AUTT 1020.

AUTT 2100 - Automotive Alternative Fuel Vehicles (4)

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).

Prerequisite: AUTT 1020.

AVIO - Avionics Maintenance Tech

AVIO 1010 - Basic Electronics (4)

Provides a review of the basic theory and application of electronics with a primary focus on use in avionic systems. Topics include: atomic theory, DC circuits, AC circuits, alternating current, inductance and transformers, capacitance, resonance and filters, vacuum tubes, and solid state devices.

Prerequisite: Program Admission.

AVIO 1020 - Avionics Maintenance Practices (3)

Provides practical experience in maintaining avionics systems. Topics include: solder/solderless connecting, use of test instruments, component installation/removal techniques, repair procedures, and troubleshooting techniques.

AVIO 1030 - Advanced Electronics (4)

Introduces the theory and application of radio frequency transmission and reception. Topics include: power supplies, oscillators, amplifiers, transmitters, amplitude modulation, AM receivers, frequency modulation, and antenna systems.

Prerequisite: AVIO 1010.

AVIO 1040 - Digital Electronics (4)

Introduces the theory and application of digital electronics with a primary focus on their use in avionic systems. Topics include: numbering system, logic gates, Boolean algebra, flip-flops, and registers and counters.

Prerequisite: AVIO 1010.

AVIO 1060 - Aircraft Logic Systems (4)

Focuses on microprocessor based computers used in avionics systems. Topics include: memory, mass storage, computer systems, data bases, and logic systems repair procedures.

AVIO 1070 - Aircraft Communication Systems (5)

Continues the study of avionics maintenance practices with emphasis on aircraft communication systems. Topics include: component operation, component location, integration, analysis, maintenance, and ACARS.

AVIO 1080 - Navigation Systems (5)

Continues the study of avionics maintenance practices with emphasis on aircraft navigational systems. Topics include: bridges and monitors, synchros, gyros, and navigation systems.

Prerequisite: AVIO 1040.

AVIO 1090 - Flight Director and Autopilot Systems (4)

Continues the study of avionics maintenance practices with emphasis on flight director and autopilot systems. Topics include: flight director systems, autopilot systems, and avionics line maintenance test equipment.

AVMT - Aviation Maintenance Tech

AVMT 1000 - Aviation Mathematics (2)

Aviation Mathematics provides students with the knowledge necessary to use and apply mathematical procedures and processes that are applicable to aviation maintenance functions. Topics

include: perform algebraic operations; extract roots and raise numbers to a given power; determine area and volume of geometrical shapes; and solve ratio, proportion, and percentage problems.

Prerequisite: Program Admission.

AVMT 1010 - Aircraft Maintenance Regulations (2)

This course provides students with the knowledge and skills necessary to select and use FAA and manufacturers' specifications, data sheets, manuals, related regulations, and technical data; to write descriptions of aircraft conditions, record work performed, and complete maintenance forms and inspection reports; and to interpret federal regulations regarding mechanic privileges and limitations. Topics include: maintenance publications, maintenance forms and records, and mechanic privileges and limitations.

Prerequisite: Program Admission.

AVMT 1020 - Aircraft Applied Sciences I (5)

Provides students with the fundamentals of aircraft materials and processes, ground operations and servicing, and aircraft cleaning and corrosion control.

Prerequisite: Program Admission.

AVMT 1025 - Aircraft Applied Sciences II (4)

Provides students with the fundamentals of aircraft drawings, weight and balance, and fluid lines and fittings.

Prerequisite: Program Admission.

AVMT 1030 - Aircraft Electricity and Electronics (5)

Basic Electricity and Electronics provides a study of the relationships of voltage, current, and resistance in aircraft electrical systems, and the use of meters. Alternators; generators; starters; motors; charging systems; basic AC and DC systems; and semiconductor, solid state, and integrated circuit fundamentals are introduced. Topics include: determine the relationship of voltage, current, and resistance in electrical circuits; read and interpret electrical circuit diagrams; measure voltage, current, resistance, and continuity; calculate and measure electrical power; calculate and measure capacitance and inductance; inspect and service batteries; and solid state devices applications.

AVMT 1210 - Aviation Physics (2)

Provides students with an introduction to the theory and application of physics to aerospace vehicles and their subsystems. Topics include: temperature and heat; pressure, temperature, and volume of air mass; basic aerodynamics and theory of flight; physical factors affecting engine output; relationship of pressure, area, and force; origin of sound; principles of simple machines; and centrifugal and centripetal force.

AVMT 2010 - Aircraft Airframe Structures (2)

This course presents a survey of aircraft airframe structures used in aircraft. Topics include: wood structures, aircraft covering, and aircraft finishes.

Prerequisite: Program Admission.

AVMT 2011 - Aircraft Wood Structures, Coverings and Finishes (1)

This course presents a survey of aircraft airframe structures used in various aircraft. Topics include: wood structures, aircraft covering, and aircraft finishes.

Prerequisite: Program Admission.

AVMT 2020 - Airframe Sheet Metal (2)

Provides a study of sheet metal airframes. Topics include: sheet metal structures introduction; install conventional rivets; install special rivets and fasteners; sheet metal form, lay out, and bend; and inspect and repair sheet metal structures.

Prerequisite: Program Admission.

AVMT 2025 - Airframe Non-Metallic Structures (2)

Provides a study of non-metallic tube and riveted sheet monocoque or semi-monocoque. Topics include: identify non-metallic structures; inspect bonded structures; fiberglass structures; plastic structures; composite and honeycomb structures; inspect, check, service and repair windows, doors, and interior furnishings; and laminated structures.

Prerequisite: Program Admission.

AVMT 2030 - Airframe Welding (1)

Provides an introduction to welding skills and tasks used on airframes. Topics include: welding principles; soldering, brazing, gas-welding, and arc-welding steel; welding aluminum and stainless steel; fabricating tubular structures; soldering stainless steel; and welding titanium and magnesium.

Prerequisite: Program Admission.

AVMT 2040 - Airframe Assembly and Rigging (2)

This course provides a study of aircraft assembly and rigging configurations. Topics include: use assembly and rigging hand tools and equipment; rig fixed wing aircraft; rig rotary wing aircraft; check alignment of structures; assemble aircraft components, including flight control surfaces; balance, rig, and inspect movable primary and secondary control surfaces; and jack aircraft.

Prerequisite: Program Admission.

AVMT 2050 - Airframe Inspection (4)

This course provides instruction for performing airframe inspections with emphasis on developing the skills related to conformity and air worthiness evaluations. Topics include: perform airframe conformity inspection, and perform airframe air worthiness inspection.

AVMT 2060 - Aircraft Hydraulic and Pneumatic Systems (2)

This course provides a study of the principles of generation, distribution, and management of hydraulic and pneumatic power throughout the aircraft. Topics include: identify hydraulic fluids; repair hydraulic and pneumatic power system components; inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems; hydraulic and pneumatic position and warning systems; and inspect, check, troubleshoot, service, and repair aircraft position and warning systems.

Prerequisite: Program Admission.

AVMT 2070 - Aircraft Landing Gear Systems (3)

This course provides a study of aircraft landing gear systems with emphasis on inspection and maintenance procedures of hydraulic and pneumatic power throughout the aircraft structure. Topics include: inspect, check, service, and repair landing gear retraction systems and shock struts; inspect, check, service, and repair brakes, wheels, and tires; and inspect, check, service, and repair steering systems.

Prerequisite: Program Admission.

AVMT 2080 - Aircraft Environmental Control Systems (3)

This course provides a study of aircraft environmental control systems. Topics include: inspect, check, troubleshoot, service, and repair cabin atmosphere control systems; inspect, check, troubleshoot, service, and repair ice and rain control systems; and inspect, check, troubleshoot, service, and repair fire protection systems.

Prerequisite: Program Admission.

AVMT 2085 - Aircraft Fuel and Instrument Systems (3)

This course provides a study of airframe fuel and instrument systems. Topics include: inspect, check, troubleshoot, service and repair aircraft fuel systems; and inspect, check, troubleshoot, service and repair aircraft instrument systems.

Prerequisite: Program Admission.

AVMT 2090 - Aircraft Electrical Systems (4)

This course provides a study of aircraft electrical systems. Topics include: install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices; inspect, check, troubleshoot, service, and repair alternating and direct current electrical systems; repair and inspect aircraft electrical system components, crimp and splice wiring to manufacturer's specifications, and repair pins and sockets of aircraft connectors; and inspect, check, and troubleshoot constant speed and integrated speed drive generators.

AVMT 2095 - Aircraft Communication and Navigation Systems (2)

This course provides a study of aircraft communication and navigation systems. Topics include: inspect, check, and troubleshoot autopilot servos and approach coupling systems; inspect, check, and service aircraft electronic communication and navigation systems including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS LORAN, radar beacon transponders, flight management computers, and GPWS; and inspect and repair antenna and electronic equipment installations.

AVMT 2210 - Reciprocating Engine Powerplants I (3)

This course provides a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: aircraft reciprocating engine theory, and inspect and repair radial engines.

Prerequisite: Program Admission.

AVMT 2220 - Reciprocating Engine Powerplants II (4)

This course continues a study of piston engine theory and maintenance including air and water cooled aircraft engines. Topics include: overhaul a reciprocating engine; inspect, check, service, and repair reciprocating engines and engine installations; install, troubleshoot, and remove reciprocating engines; and perform an aircraft powerplant conformity and air worthiness inspection.

AVMT 2230 - Gas Turbine Powerplants I (3)

This course provides a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: aircraft gas turbine engine theory, and inspect and troubleshoot unducted fan systems and components.

Prerequisite: Program Admission.

AVMT 2240 - Gas Turbine Powerplants II (3)

This course continues a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: overhaul a turbine engine; install, troubleshoot, and remove turbine engines; inspect,

check, service, and repair turbine engines and turbine engine installations; and perform an aircraft powerplant conformity and air worthiness inspection.

Prerequisite: AVMT 2230.

AVMT 2250 - Aircraft Engine Inspection (1)

This course provides students with the knowledge and skills to perform aircraft engine inspections. Topics include: perform an aircraft power plant conformity and air worthiness inspection.

AVMT 2260 - Aircraft Engine Fuel and Fuel Metering Systems (4)

This course provides a study of aircraft engine fuel and fuel metering systems. Topics include: repair engine fuel system components; inspect, check, service, troubleshoot, and repair engine fuel systems; troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controls; inspect check, service, troubleshoot, and repair reciprocating and turbine engine fuel metering systems; overhaul carburetors; repair engine fuel metering system components; and inspect, check, and service water injection systems.

Prerequisite: Program Admission.

AVMT 2270 - Powerplant Instruments, Fire Protection and Electrical Systems (3)

This course provides a study of powerplant instruments, fire protection and electrical systems. Topics include: troubleshoot, service, and repair electrical and mechanical fluid rate-of-flow indicating systems; inspect, check, service, troubleshoot, and repair electrical and mechanical engine temperature, pressure, and r.p.m. indicating systems; inspect, check, service, troubleshoot, and repair engine fire detection and extinguishing systems; install, check, and service engine electrical wiring, controls, switches, indicators, and protective devices; and repair engine electrical system components.

Prerequisite: AVMT 1030.

AVMT 2275 - Powerplant Ignition and Starting Systems (4)

This course provides a study of powerplant ignition and starting systems. Topics include: overhaul magneto and ignition harness; inspect, service, troubleshoot, and repair reciprocating and turbine engine ignition systems and components; inspect, service, troubleshoot, and repair turbine electrical starting systems; and inspect, service, and troubleshoot turbine engine pneumatic starting systems.

Prerequisite: AVMT 1030.

AVMT 2280 - Aircraft Powerplant Accessory Systems (3)

This course provides a study of aircraft powerplant accessory systems. Topics include: inspect and maintain aircraft engine lubrication systems; inspect and maintain aircraft engine induction systems; inspect and maintain aircraft engine cooling systems; and inspect and maintain aircraft engine exhaust systems.

Prerequisite: AVMT 2210 AVMT 2230.

AVMT 2285 - Aircraft Propeller Systems (3)

This course provides a study of aircraft propeller systems. Topics include: propeller theory and fundamentals; inspect and maintain propellers; and install, troubleshoot, and remove propellers.

Prerequisite: AVMT 2210.

BAFN - Banking and Finance

BAFN 1100 - Intro/Banking and Finance (3)

Introduces the student to the history, documents, and operational functions of the banking industry.

BIOL - Biology

BIOL 1111 - Biology I (3)

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

Prerequisite: Regular Admission. Corequisite: BIOL 1111L.

BIOL 1111L - Biology Lab I (1)

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.

Prerequisite: Regular Admission. Corequisite: BIOL 1111.

BIOL 1112 - Biology II (3)

Provides an introduction to basic animal and plant diversity, structure and function, including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

Prerequisite: BIOL 1111 BIOL 1111L. Corequisite: BIOL 1112L.

BIOL 1112L - Biology Lab II (1)

Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

Prerequisite: BIOL 1111 BIOL 1111L. Corequisite: BIOL 1112.

BIOL 2113 - Anatomy and Physiology I (3)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures, physiological processes, and chemical principles related to physiology. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

Prerequisite: Regular Admission. Corequisite: BIOL 2113L and ENGL 1101.

BIOL 2113L - Anatomy and Physiology Lab I (1)

Selected laboratory exercises reinforcing the topics of BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems. Emphasis is placed on the identification of anatomical structures.

Prerequisite: Regular Admission. Corequisite: BIOL 2113 and ENGL 1101.

BIOL 2114 - Anatomy and Physiology II (3)

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.

Prerequisite: BIOL 2113 BIOL 2113L. Corequisite: BIOL 2114L.

BIOL 2114L - Anatomy and Physiology Lab II (1)

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.

Prerequisite: BIOL 2113 BIOL 2113L. Corequisite: BIOL 2114.

BIOL 2117 - Introductory Microbiology (3)

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.

Prerequisite: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L. Corequisite: BIOL 2117L.

BIOL 2117L - Introductory Microbiology Lab (1)

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.

Prerequisite: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L. Corequisite: BIOL 2117.

BUSN - Business Administrative Technology

BUSN 1000 - Computers in Healthcare (3)

Introduces the fundamental concepts, terminology, and operations necessary to use computers in a business healthcare setting. Emphasis is placed on familiarity with basic computer functions and computer use; the role of information technology in business healthcare decision-making; and legal, ethical, and privacy issues related to computer use in the business healthcare environment. Topics include an introduction to computer terminology, the Windows environment, Cloud computing, data security, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

BUSN 1010 - Medical Terminology, Anatomy, and Diseases for Business (6)

Focuses on medical terminology, anatomy, and diseases and disorders of each major human body system: Integumentary System, Skeletal System, Muscular System, Nervous System, Sensory System, Endocrine System, Cardiovascular System, Lymphatic System, Respiratory System, Digestive System, Urinary System, Reproductive Systems of the Male and Female, and Development, Heredity, and Genetics.

BUSN 1015 - Introduction to Healthcare Reimbursement (3)

This course is designed to increase efficiency and streamline administrative procedures for healthcare insurance billing and reimbursement. Topics include documentation in the medical record, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations.

Prerequisite: BUSN 1010 only or one of BUSN 2300 or ALHS 1090.

BUSN 1100 - Introduction to Keyboarding (3)

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 1180 - Computer Graphics and Design (3)

Introduces how to: design and transmit electronic communications; create graphics on-line; and insert animation and sound to computergenerated charts, graphs, and diagrams.

BUSN 1190 - Digital Technologies in Business (2)

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Prerequisite: COMP 1000.

BUSN 1200 - Machine Transcription (2)

Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

BUSN 1210 - Electronic Calculators (2)

Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques, and arithmetic applications.

BUSN 1220 - Telephone Training (2)

Familiarizes the student with the proper use of current telephone technology to include equipment, techniques, and attributes.

BUSN 1230 - Legal Terminology (3)

This course introduces the spelling, pronunciation, definition, and usage of basic legal terms. The course broadly covers general law terms as well as specialized legal terminology. Topics include: word origins, word building, abbreviations and symbols, correct spelling, pronunciation, and meanings of terminology related to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and other areas of the law.

BUSN 1240 - Office Procedures (3)

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

Prerequisite: COMP 1000.

BUSN 1250 - Records Management (3)

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 1300 - Introduction to Business (3)

Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

Prerequisite: Program Admission.

BUSN 1310 - Introduction to Business Culture (3)

Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.

Prerequisite: Program Admission.

BUSN 1320 - Business Interaction Skills (3)

This course equips participants with the tools to communicate and interact more effectively in person, in writing and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. This course consist of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.

BUSN 1330 - Personal Effectiveness (3)

This course focuses on the skills needed to be effective in the corporate environment. The participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include: time management, stress management, interview skills/job development, resume writing, and managing change.

BUSN 1340 - Customer Service Effectiveness (3)

This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.

BUSN 1400 - Word Processing Applications (4)

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.

Prerequisite: COMP 1000 and BUSN 1440.

BUSN 1410 - Spreadsheet Concepts and Applications (4)

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.

Prerequisite: COMP 1000.

BUSN 1420 - Database Applications (4)

This course covers the knowledge and skills to required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

Prerequisite: COMP 1000.

BUSN 1430 - Desktop Publishing and Presentation Applications (4)

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.

Prerequisite: COMP 1000.

BUSN 1440 - Document Production (4)

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 1800 - Introduction to Healthcare Accounting (3)

Course emphasizes the fundamentals of accounting and finance theory to decisions in healthcare environments. Emphasis on management problems and policy issues regarding allocation of resources, payment systems, capital investments, and budgeting.

BUSN 2160 - Electronic Mail Applications (2)

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.

Prerequisite: COMP 1000 Program Admission.

BUSN 2170 - Web Page Design (2)

This course provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include: Web Site Creation, Web Page Development and Design, Hyper link Creation, Test, and Repair, Integration, Web Site Navigation, and Web Site Management.

Prerequisite: COMP 1000 Program Admission.

BUSN 2180 - Speed and Accuracy Keying (1)

Further develops speed and accuracy through analysis of keying and prescribed practice drills. Topics include: building speed and accuracy and straight-copy proofreading.

BUSN 2190 - Business Document Proofreading and Editing (3)

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.

Prerequisite: ENGL 1010 or ENGL 1101. Corequisite: BUSN 1440.

BUSN 2200 - Office Accounting (4)

Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

Prerequisite: Program Admission.

BUSN 2210 - Applied Office Procedures (3)

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

Prerequisite: BUSN 1240 BUSN 1400 BUSN 1410 BUSN 1440.

BUSN 2220 - Legal Administrative Procedures (3)

Emphasizes essential skills required for the legal office. Topics include: legal terminology, preparation of legal documents and correspondence, ethics, and legal office tasks.

Prerequisite: BUSN 1230.

BUSN 2230 - Office Management (3)

Provide students with an overview of management concepts, styles, and skills. Topics include: management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.

Prerequisite: BUSN 1240.

BUSN 2240 - Business Administrative Assistant Internship I (4)

Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2250 - Business Administrative Assistant Internship II (6)

Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2300 - Medical Terminology (2)

Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

Prerequisite: Program Admission.

BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant (3)

Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology.

Prerequisite: Program Admission.

BUSN 2320 - Medical Document Processing/Transcription (4)

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

Prerequisite: BUSN 1440; ENGL 1010; BUSN 1010 only OR must have completed both of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011.

BUSN 2330 - Adv Medical Document Processing/Transcription (4)

Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

Prerequisite: BUSN 2320.

BUSN 2340 - Healthcare Administrative Procedures (4)

Emphasizes essential skills required for the business healthcare office. Introduces the knowledge, skills, and procedures needed to understand billing purposes. Introduces the basic concept of business healthcare administrative assisting and its relationship to the other health fields. Emphasizes healthcare regulations and ethics; and, the healthcare administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to business healthcare procedures, healthcare regulations ethics, healthcare records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.

Prerequisite: COMP 1000; BUSN 1010 only OR must have completed both of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011. Corequisite: BUSN 1440.

BUSN 2350 - Electronic Health Records (3)

This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of electronic health records, and computerized office management. Topics include: electronic healthcare information management, electronic data interchange, coding standards, health record and office management software, point of entry data entry, electronic coding from health records, speed data entry in processing healthcare records, analysis of records to improve patient care, confidentiality, release of information, security of electronic healthcare record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation, customizing medical documents, claims management, collections management, and HIPAA security.

Prerequisite: COMP 1000; BUSN 1010 only OR must have completed both of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011. Corequisite: BUSN 1440.

BUSN 2360 - Acute Care Medical Transcription (4)

Development of a high level of speed and accuracy in the transcription of medical reports in an acute care setting. Topics include: equipment and supplies maintenance and usage, work area management, pronunciation, spelling, definitions, punctuation, typing speed and accuracy, and resource utilization.

Prerequisite: BUSN 1440; BUSN 2320; ENGL 1010; BUSN 1010 only OR must have completed both of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011.

BUSN 2370 - Medical Office Billing/Coding/Insurance (3)

Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

Prerequisite: BUSN 1010 only OR must have completed both of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011.

BUSN 2375 - Healthcare Coding (3)

Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include: current procedural terminology, International Classification of Diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.

Prerequisite: (1.) BUSN 1010 only OR must have completed all of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011; (C) MAST 1120 (2.) One of BUSN 1000 or COMP 1000 or HIMT 1150. .

BUSN 2380 - Medical Administrative Assistant Internship I (4)

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2390 - Medical Administrative Assistant Internship II (6)

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements

BUSN 2400 - Healthcare Procedural Coding (3)

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physician's Current Procedural Terminology (CPT) resources and the Healthcare Common Procedure Coding System (HCPCS). Topics include: format of CPT/HCPCS manual, CPT/HCPCS coding guidelines, and coding using the CPT/HCPCS resources. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes and apply systems to optimize reimbursement.

Prerequisite: BUSN 1010 only OR must have completed all of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011; (C) MAST 1120.

BUSN 2410 - ICD Coding (3)

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.

Prerequisite: BUSN 1010 only OR must have completed all of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011; (C) MAST 1120.

BUSN 2420 - Advanced Medical Coding (3)

This course is a continuance of CPT and ICD coding. Topics include: health records coding techniques, coding linkage and compliance, searching the job market, developing a resume, stress management, test-taking strategies, and reviewing for a coding certification exam.

Prerequisite: BUSN 2400 and BUSN 2410.

BUSN 2440 - Healthcare Leadership and Professional Effectiveness (3)

Emphasizes essential skills required for leadership and professional success in healthcare organizations. Introduces the functions, practices, and advanced interpersonal relationships, critical thinking, and problem solving. Provides the student with knowledge and the essentials of professional leadership behaviors. Topics include: introduction to the supervisory role, the volatile healthcare environment, the dual nature of supervisory roles, basic functions of management, delegation, empowerment, self-management, interviewing, recruitment, professionalism, decision making managing change, professional meetings, quality, productivity, teams, and continuing education.

Prerequisite: BUSN 2340.

BUSN 2450 - Healthcare Lean Six Sigma and Climate of Safety (3)

Emphasizes essential skills required for improving profitability, improving processes, and creating a climate of safety. Introduces the knowledge and skills of process improvement, team building, project management, and conducting a root cause analysis. Topics include: quality, efficiency, barriers to change, change theory, and Lean Six Sigma.

Prerequisite: (1.) BUSN 1010 only OR must have completed both of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011 (2.) One of BUSN 1000 or COMP 1000 or HIMT 1150. (3.) BUSN 1440.

BUSN 2460 - Healthcare Organizational Behavior and Theory (3)

Emphasizes essential skills required for the management of healthcare practices. Introduces the functions, practices, and advanced administrative skills. Emphasis is placed on management skills including practice management, personnel supervision, marketing, financial planning, and addressing health disparities. Provides the student with knowledge and the essentials of professional managerial behavior. Topics include: introduction to organizational behavior, diversity in health care, attitudes and perceptions, workplace communication, theories of motivation, leadership, conflict management, groups and group dynamics, team and team building, organizational development, and change theory.

Corequisite: BUSN 2340.

BUSN 2700 - Introduction to Health Informatics (3)

Emphasizes essential beginning skills for introductory health informatics practice. This course presents the past, present, and future of this rapidly evolving discipline, and explore the critical issues and challenges within the field as well as potential applications, benefits, and opportunities for improving the management of healthcare through information technology. Topics include development of virtual and interactive healthcare through technology; interoperability, standardization, safety, and risks associated with the implementation of the electronic health record; emergence and adoption of new information technologies; and global perspective of trends and issues in the field. Students investigate the professional roles related to managing health information technology as well as organizations that promote health informatics.

Students conduct in-depth investigations on a specific health informatics positions to learn the responsibilities, essential skills sets, and professional and educational requirements of the job.

Prerequisite: BUSN 1010 or BUSN 2300 or ALHS 1090. Corequisite: CIST 1001.

BUSN 2720 - Healthcare Information Systems (3)

This course emphasizes the importance of a healthcare information system being effectively designed in order to meet the needs of the users. The course discusses the need for knowledge to maintain the system for each step within the complex process. Exploration of the technical aspects of information systems management, including key issues of systems design and development as well as system support and maintenance are discussed. Topics include terminology, functions, standards, systems development life cycle approach, analysis of necessary steps in the life cycle, identification of appropriate systems technology and data standards, creation of requirements, evaluation of security, and accommodation of human factors in design and use, basics of information architecture, and systems infrastructure.

Prerequisite: (1) BUSN 1010 or BUSN 2300 or ALHS 1090 (2) CIST 1001.

BUSN 2750 - Healthcare Technology Regulations (3)

This course emphasizes the importance of technology in healthcare to improve quality, safety, and efficiency in the delivery of healthcare. Struggles and disparities of thehealthcare industry are discussed in reference to healthcare informatics advances. Topics include management aspects of healthcare informatics, infrastructure, current trends current regulations policies, patient privacy, record-keeping, database management, and information sharing.

Prerequisite: None.

BUSN 2800 - Practice Management Fundamentals (3)

Emphasizes essential skills required for the management of healthcare practices. Introduces the functions, practices, and advanced administrative skills. Emphasis is placed on management skills including practice management, personnel supervision, marketing, financial planning, and addressing health disparities. Topics include: introduction to healthcare management, management and motivation, organizational behavior, strategic planning, healthcare marketing, quality improvement basics, information technology, managing costs and revenues, managing healthcare professionals, addressing health disparities, and healthcare fraud and abuse.

Prerequisite: BUSN 2340.

BUSN 2810 - Healthcare Compliance (3)

This course covers how healthcare law and related regulations are formulated, and the impact of those laws on payers, providers, patients, and healthcare businesses. Emphasis is placed on legal compliance in the healthcare industry. Topics covered included in-depth coverage and analysis of implementation of the healthcare reform law, fraud and abuse laws, anti-kickback, false claims, Stark anti-referral provisions, Medicare and Medicaid, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HITECH Act and related regulations, the Emergency Medical Treatment and Active Labor Act (EMTALA).

Prerequisite: 1. BUSN 1010 only or one of BUSN 2300 or ALHS 1090. 2. ENGL 1010 or ENGL 1101.

BUSN 2820 - Healthcare Practice Law and Ethics (3)

Introduces the complex ethical, moral, and legal issues involved in providing healthcare services. Emphasis is placed on legal requirements of medical practices, professional relationships, professional liabilities, and medical practice liability. Provides the student with a working knowledge of current healthcare law and accepted ethical behavior.

Prerequisite: (1.) BUSN 1010 only OR must have completed all of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011; (C) MAST 1120 (2.) One of BUSN 1000 or COMP 1000 or HIMT 1150. (3.) One of ENGL 1010 or ENGL 1101.

BUSN 2830 - Healthcare Delivery Systems (3)

Provides students with a comprehensive overview of healthcare delivery systems and the economic, historic, political, and ethical issues that influence the accessibility, expense, and quality of healthcare services. Introduces provider organization and structure in a healthcare setting, healthcare funding, and rules, regulations, and governing bodies that monitor and protect the usage of health care systems in the United States.

Prerequisite: (1.) BUSN 1010 only OR must have completed both of the following requirements: (A) BUSN 2300 or ALHS 1090; (B) BUSN 2310 or ALHS 1010 or ALHS 1011 (2.) One of BUSN 1000 or COMP 1000 or HIMT 1150. (3.) BUSN 1440.

BUSN 2840 - Healthcare Human Resources Management (3)

This course provides an introduction to human resource management in the health care field. Topics include: introduction to human resource management in healthcare, management of human resources labor relations and employment law; job analysis, the hiring process, employee training, compensation and benefits, employee evaluations, employee discipline, and employee rights.

Prerequisite: BUSN 2340.

BUSN 2850 - Health Record Auditing (3)

This course provides an introduction to the principles of medical auditing. Emphasis will be placed on key areas of regulation, medical record documentation, chart abstraction, and developing coding compliance plans. Topics include: coding compliance, importance of documentation, medical necessity, coding compliance programs, auditing, auditing prevention techniques, and emerging technologies.

Prerequisite: BUSN 2340 and BUSN 2370 or BUSN 2375.

CABT - Cabinetmaking

CABT 1080 - Cabinet Design and Layout (3)

Provides instruction in the planning, design, and layout of cabinet units. Emphasis will be placed on adherence to blueprint specifications. Topics include: parts identification, cabinet styles and floor plan arrangements, estimation procedures, layout to specifications, shop working sketches, shop management and CAD.

CABT 1110 - Wood Joints&Fastening Methods (5)

Introduces the fundamentals of wood joint identification, layout, cutting, and assembly, and the variety of fastening methods used in cabinetmaking. Emphasis will be placed on the safe construction of wood joints used.

CABT 1114 - Cabinet Components (3)

Instruction provides application of tool and equipment use techniques to the task of cutting out cabinet components. Topics include: equipment safety, frame member, cutting, shelving cutting, drawer component and door cutting, and material optimizing.

CABT 1116 - Cabinet Assembly I (5)

Provides instruction in the fundamental procedures used for assembly of cabinet bases, wall units, and face frames.

CABT 1117 - Cabinet Assembly II (5)

This course is a continuation of Cabinet Assembly I and provides instruction in the assembly of door assembly, ends assembly, back assembly, joint assembly, and bracing. Further instruction is also included in the assembly of base cabinets and wall units.

CABT 1118 - Door, Drawer&Hardware Install (2)

Introduces procedures for the installation of assembled drawers, doors, and related hardware. Emphasis will be placed on the safe use of hand and power tools. Topics include: tool safety, hardware identification and installation, door installation, and drawer installation.

CABT 1120 - Laminates and Veneers (2)

Introduces procedures for the application of plastic laminates and wood veneers. Topics include: laminate, veneer, and glue identification; cutting and fitting procedures; gluing procedures; trimming and edge banding; special tool use; safety precautions; and counter top cutting.

CABT 1122 - Cabinet Finishing and Install (3)

Provides instruction in surface preparation, wood finishing procedures, and transporting and installation of cabinets. Finishing procedures will emphasize the use of spray equipment. Topics include: fire prevention, air pollutant, reduction, abrasives identification, finishing materials identification, surface preparation, surface treatment application, repair and touch up procedures, hazardous material disposal, safe use of ladders and scaffolds, cabinet transporting and installation, cabinet trim procedures, and finishing techniques.

CARP - Carpentry

CARP 1070 - Site Layout Footings and Foundations (3)

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

CARP 1105 - Floor and Wall Framing (4)

This course provides instruction in floor and wall materials and materials estimation, framing production of walls and partitions, and framing production of flooring. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.

CARP 1110 - Ceiling and Roof Framing (4)

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framings and coverings. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

CARP 1112 - Exterior Finishes and Trim (4)

Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include: doors and windows, siding types, materials identification, materials estimation, and installation procedures.

CARP 1114 - Interior Finishes I (5)

This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, doors, gypsum wallboard, and paneling used in finishing jobs.

CARP 1190 - Interior Finishes II (2)

Introduces finish floor coverings for residential construction projects. Emphasis will be placed on identification, estimation and installation of various types of hard and soft floor coverings. This course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include: identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.

CARP 1210 - Cornice and Soffit (1)

Provides instruction in the production and installation of various types and styles of cornice and soffit work used in residential carpentry. Topics include: identification of types and styles, vent systems, materials estimation, installation procedures, and ladder and scaffolding safety.

CARP 1260 - Stairs (4)

Provides fundamental instruction in the layout, construction, and installation of various stair types. Topics include: identification of stair types, identification of stair components, riser and tread calculation, stringer layout, and fabrication and installation procedures.

CARP 1310 - Doors and Door Hardware (2)

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weatherstripping, and overhead doors.

CARP 1320 - Site Dev ConcreteForm&Reinforc (4)

This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

CARP 1340 - Carpentry Internship - Practicum (3)

The Carpentry Internship/Practicum course allows students the opportunity to complete an internship with a local business or industry, or to undertake a practical project in a lab setting if internship opportunities are not available.

Prerequisite: Program Instructor Approval.

CAVT- Cardiovascular Technology

CAVT 1030 - Electrophysiology and Cardiac Anatomy (3)

Introduces the concepts essential in the performance and interpretation of 12 lead EKG and heart sounds. As a study of the anatomy, physiology, structural relationships, and the pathophysiology of the human heart and vascular system, the course concentrates on specialized terminology, cardiac and vascular anatomy, and electrophysiology. Topics include: heart anatomy, circulatory system, heart electrical system, physical heart defects, electrocardiograph, preparation for various electrocardiographic examinations, physical principles and pathophysiology of heart sounds, exercise physiology, stress testing, Holter monitoring, cardiac pacemakers, and cardiac rehabilitation programs. Laboratory experiences will be provided.

Prerequisite: BIOL 2114, BIOL 2114L.

CHEM - Chemistry

CHEM 1151 - Survey of Inorganic Chemistry (3)

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.

Corequisite: CHEM 1151L AND MATH 1101 OR MATH 1103 OR MATH 1111 .

CHEM 1151L - Survey of Inorganic Chemistry Lab (1)

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.

Corequisite: CHEM 1151 AND MATH 1101 OR MATH 1103 OR MATH 1111 .

CHEM 1152 - Survey of Organic Chemistry and Biochemistry (3)

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.

Prerequisite: CHEM 1151 and CHEM 1151L. Corequisite: CHEM 1152L.

CHEM 1152L - Survey of Organic Chemistry and Biochemistry Lab (1)

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.

Prerequisite: CHEM 1151 and CHEM 1151L. Corequisite: CHEM 1152.

CHEM 1211 - Chemistry I (3)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

Prerequisite: MATH 1101 OR MATH 1103 OR MATH 1111. Corequisite: CHEM 1211L.

CHEM 1211L - Chemistry Lab I (1)

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

Prerequisite: MATH 1101 OR MATH 1103 OR MATH 1111. Corequisite: CHEM 1211.

CHEM 1212 - Chemistry II (3)

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Prerequisite: CHEM 1211 and CHEM 1211L. Corequisite: CHEM 1212L.

CHEM 1212L - Chemistry Lab II (1)

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Prerequisite: CHEM 1211 CHEM 1211L. Corequisite: CHEM 1212.

CHET - Chemical Technology

CHET 1100 - Introduction to Chemical Technology (4)

A survey of chemical industry job functions, professional ethical responsibilities, and employment opportunities in the local and national workforce. Topics include record keeping, literature use, government regulations, chemical safety, quality control, glove box use, radiation safety, and criticality issues. Case studies and group projects will be used to illustrate specific aspects of the course.

Prerequisite: Program Admission.

CHET 1200 - Chemical Methods and Functions (4)

This course includes reading process and instrumentation diagrams, and an introduction to unit operations and material balances. Describes how sensors and instrumentation are used to effectively control processes found in industry.

CHET 2100 - Industrial Chemistry I (4)

Provides an introduction to some of the basic chemical principles and concepts with which an industrial laboratory technician should be familiar. Topics include laboratory safety and documentation, measurement and units, dyes, pigments, coatings, radioactive elements and decay, and natural and synthetic polymers. The lab component will support content and include basic use of chemical fume hood and controlled-atmosphere glove box environments.

Prerequisite: Program Admission and Appropriate Placement Test Score.

CHET 2110 - Chemical Separations and Analysis (4)

Course covers applications of various methods of chemical separations and analysis preformed in traditional wet chemical analysis. Coordination chemistry as it relates to separations technology. Techniques include extractions, distillations, and chromatography. The chemical methods of volumetric analysis, gravimetric analysis, and spectrophotometry are introduced. A focus on methodology is applied.

CHET 2120 - Analytical Chemistry I (4)

Methods based course that covers fundamentals in how and what variables are measured and what the results indicate. Calibration and statistical treatment of results to ensure quality will be included. The chemical methods of volumetric analysis, gravimetric analysis, and spectrophotometry are introduced.

CHET 2130 - Chemical Lab Calculations (2)

This course prepares students to perform laboratory calculations required for entry level technical positions within the chemical technology field. Coursework includes a review of basic math concepts, units of measurement and conversions, and methods for preparing laboratory solutions. The course is primarily organized around laboratory applications.

Prerequisite: Program Admission.

CIST - Computer Information Systems

CIST 1001 - Computer Concepts (4)

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

CIST 1101 - Working with Microsoft Windows (3)

Working with Microsoft Windows provides students with the interface concepts of Microsoft Windows software and the opportunity to develop basic computer skills. Topics include: getting started with Microsoft Windows, managing programs and files with Microsoft Windows, using Microsoft Windows applications, data transfer with Microsoft Windows, printing with Microsoft Windows, and customizing with Microsoft Windows.

CIST 1102 - Keyboarding (3)

CIST1102 introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 20 GWAM (gross words a minute).

CIST 1122 - Hardware Installation and Maintenance (4)

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.

Prerequisite: Program Admission.

CIST 1130 - Operating Systems Concepts (3)

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 1135 - Operating Systems and Virtual/Cloud Computing (4)

This course 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). Topics include using the modern virtual operating systems and cloud environments.

CIST 1200 - Database Management (4)

Provides an overview of the skills and knowledge of database application systems which are used in business government and industry. Topics include: history, database terminology and concepts, database system logical organization, data manipulation, database design concepts, models, normalization, Entity Relationship diagramming, physical database, networking and databases, and database security.

CIST 1210 - Introduction to Oracle Databases (4)

This course provides an introduction to the Oracle database management system platform and to Structured Query Language (SQL). Topics include database vocabulary, normalization, Oracle DML and DDL statements, SQL Statements, views and constraints.

Prerequisite: CIST 1001.

CIST 1220 - Structured Query Language (SQL) (4)

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 1237 - Comprehensive PowerPoint (3)

Provides the fundamental, intermediate, and advanced Microsoft PowerPoint competencies to provide the user with the skills necessary to obtain expert user certification. Topics include presentation creation, presentation views, slide shows, templates, animations, HTML creation, navigation, and presentation transition.

CIST 1239 - Microsoft Office Specialist - (3)

Provides the fundamental, intermediate, and advanced Microsoft Outlook competencies to provide the user with the skills necessary to obtain expert user certification. Topics include using Outlook 2000 Mail to communicate with others inside and outside your company, to manage your mail, navigating through Outlook, using calendar, using task, and using contacts and notes. Integrate Office applications and other applications with Outlook 2000 components.

CIST 1305 - Program Design and Development (3)

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions.   Topics include: problem solving and programming concepts, structured programming, the three logic structures, file processing concepts, and arrays.

CIST 1401 - Computer Networking Fundamentals (4)

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.

Prerequisite: Program Admission.

CIST 1510 - Web Development I (3)

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

CIST 1520 - Scripting Technologies (3)

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.

Prerequisite: CIST 1510.

CIST 1530 - Web Graphics I (3)

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 techiques 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.

Prerequisite: Program Admission.

CIST 1540 - Web Animation I (3)

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.

Prerequisite: Program Admission.

CIST 1601 - Information Security Fundamentals (3)

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

CIST 1602 - Security Policies and Procedures (3)

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

CIST 2120 - Supporting Application Software (4)

This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

Prerequisite: COMP 1000.

CIST 2122 - A+ Preparation (3)

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.

Prerequisite: CIST 1122.

CIST 2126 - Comprehensive Presentations and eMail Techniques (3)

This course provides students with knowledge in PIM (Personal Information Management) and presentation software. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. Personal information manager topics include e-mail, calendar, task manager, contact manager, note taking, a journal and web browsing.

Prerequisite: Program Admission.

CIST 2127 - Comprehensive Word Processing Techniques (3)

This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

CIST 2128 - Comprehensive Spreadsheet Techniques (3)

This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

CIST 2129 - Comprehensive Database Techniques (4)

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

CIST 2130 - Desktop Support Concepts (3)

This course is designed to give an overview to Desktop Support Management.

CIST 2222 - Admin Microsoft SQL Server (4)

Provides instruction on how to administer a Microsoft SQL server. Topics include: planning, installation and configuration, configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.

CIST 2224 - DesignImplemDatabases-SQL Serv (4)

Shows how to design and implement a database solution using Microsoft SQL Server. Topics include: developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

CIST 2311 - Visual Basic I (4)

Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsofts Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

Prerequisite: CIST 1305.

CIST 2312 - Visual Basic II (4)

Visual Basic II teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

CIST 2313 - Visual Basic III (4)

This course provides a look at advanced Web Programming techniques using Microsoft Visual Basic. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

CIST 2341 - C# Programming I (4)

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.

Prerequisite: CIST 1305.

CIST 2351 - PHP Programming I (4)

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.

Prerequisite: CIST 1305 CIST 1510.

CIST 2361 - C++ Programming I (4)

Provides opportunity to gain a working knowledge of C++ programming. Includes creating, editing, executing, and debugging C++ programs of moderate difficulty. Topics include: basic C++ concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

CIST 2362 - C++ Programming II (4)

Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.

CIST 2371 - Java Programming I (4)

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.

Prerequisite: CIST 1305.

CIST 2372 - Java Programming II (4)

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

CIST 2373 - Java Programming III (4)

This course is a course in building Web Applications using Java Enterprise Edition (JEE). It is assumed that the student knows Java Standard Edition as the concepts and techniques build on that foundation. The student will install Web, Application and Database servers. The student will learn to build Web Applications using JEE technologies, such as Servlets, Java Server Pages and Enterprise JavaBeans.

CIST 2381 - Mobile Application Development (4)

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.

Prerequisite: CIST 1305.

CIST 2411 - Microsoft Client (4)

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

Prerequisite: Program Admission.

CIST 2412 - Microsoft Server Installation and Maintenance (4)

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.

Prerequisite: Program Admission.

CIST 2413 - Microsoft Server Networking (4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

Prerequisite: Program Admission.

CIST 2414 - Windows Server Identity Services (4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

Prerequisite: Program Admission.

CIST 2420 - Microsoft Exchange Server (4)

Provides students with the knowledge and skills necessary to install,configure, manage, support and administer Microsoft Exchange Server.

CIST 2431 - UNIX/Linux Introduction (4)

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.

Prerequisite: Program Admission.

CIST 2432 - UNIX/Linux Server (4)

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.

Prerequisite: Program Admission.

CIST 2433 - UNIX/Linux Advanced Server (4)

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.

Prerequisite: CIST 2432.

CIST 2434 - UNIX/Linux Scripting (4)

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.

Prerequisite: CIST 2431.

CIST 2441 - Network Home & Small Business (4)

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.

CIST 2442 - Working atSm/MedBusiness orISP (4)

This course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for

the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.

CIST 2443 - Cisco Routing and Switching (4)

The students will be familiarized with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

CIST 2444 - Design&Support CompNetworks (4)

This course introduces students to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen-and-paper and role laying exercises that students complete while developing their network upgrade proposals.

CIST 2451 - Introduction to Networks - CISCO (4)

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basic network concepts, basic network device configuration, network protocols and models, network access, Ethernet and access control, end to end communications, IPv4 and IPv6 addressing and subnetting, fundamental application services, security, and network performance.

Prerequisite: Program Admission.

CIST 2452 - Cisco Switching, Routing & Wireless Essentials (4)

This course focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

Prerequisite: CIST 2451.

CIST 2453 - Enterprise Networking, Security, and Automation (4)

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

Prerequisite: CIST 2452.

CIST 2510 - Web Technologies (3)

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.

Prerequisite: Program Admission.

CIST 2531 - Web Graphics II (3)

Students will further explore how to use an industry standard or open-source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

Prerequisite: CIST 1530.

CIST 2541 - Web Animation II (3)

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.

Prerequisite: CIST 1540.

CIST 2550 - Web Development II (3)

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.

Prerequisite: CIST 1220 CIST 1510 CIST 1520.

CIST 2560 - Web Application Programming I (4)

CIST 2560 explores W3C and Microsoft .NET programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

Prerequisite: CIST 1305.

CIST 2570 - Open Source Web Application Programming I (4)

CIST 2570 explores open source W3C programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Java, Perl, PHP, Python, or other open source web programming languages.

Prerequisite: CIST 1305.

CIST 2580 - Interactive and Social Apps Integration (4)

This course explores social and interactive web application technology and it's effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

Prerequisite: CIST 1305.

CIST 2601 - Implementing Operating Systems Security (4)

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.

Prerequisite: CIST 1601.

CIST 2602 - Network Security (4)

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.

Prerequisite: CIST 1601.

CIST 2611 - Network Defense and Countermeasures (4)

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, managing a firewall, and detecting and preventing network intrusions.

Prerequisite: CIST 1601.

CIST 2612 - Computer Forensics (4)

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.

Prerequisite: CIST 1122 CIST 1601.

CIST 2613 - Ethical Hacking and Penetration Testing (4)

This course teaches students the skills needed to obtain entry-level security specialist jobs. It provides a hands-on introduction to ethical hacking, and penetration testing. It is for individuals who want to enhance their information security skill set and help meet the growing demand for security professionals. Topics include network and computer attacks, footprinting and social engineering, port scanning, enumeration, OS vulnerabilities, hacking web servers, hacking wireless networks, cryptography and network protection systems.

Prerequisite: CIST 1601.

CIST 2620 - Computer Security/Corporate Fraud (3)

Provides an orientation that contains a step-by-step approach to the investigation, seizure, and evaluation of computer evidence. Topics include: computer-related evidence, crime scene investigation, evidence evaluation and analysis, passwords and encryption, networks, and investigative computer systems. The second part of this course provides an orientation that focuses on corporate fraud as it relates to computerized accounting systems and its technology, the various types of corporate computer fraud and simple audit techniques that can assist in investigating and detecting fraud. Topics include: history and evolution of fraud, mindset: step one in fraud auditing, corporate fraud in the current environment, corporate fraud investigation in the electronic data processing era, defenses against corporate fraud, theft and embezzlement, and auditing for inventory shortage.

CIST 2921 - IT Analysis, Design, and Project Management (4)

IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

CIST 2932 - Advanced Programming Topics (4)

A capstone course which will prepare the student for an entry level programming position. Topics include: database management, an advanced programming project, and job search skills.

CIST 2950 - Web Systems Project (3)

CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

Prerequisite: Program Instructor Approval.

CIST 2991 - CIST Internship I (3)

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).

CMTT - CMT

CMTT 2010 - Residential Estimating Review (3)

This course introduces the complete estimating process from excavation to completed residence. Topics include the sequencing of construction, materials calculation, blueprint interpretation methods of construction, working with subcontractors, and final estimate assembly.

CMTT 2020 - Construction Drafting I (3)

This course provides instruction in producing residential floor plans and elevations using computer-aided drafting and design (CAD) software. Topics include system setup and system management, software menus and basic functions, prototype drawings, and two and three dimensional drafting and dimensioning.

CMTT 2050 - Residential Code Review (3)

This course covers building codes as they apply to typical residential applications. Topics include international residential codes, working with building inspectors, permits and inspections, and site visits.

CMTT 2130 - Computerized Construction Scheduling (3)

This course provides instruction in the use of application software for scheduling construction work. The use of contemporary construction scheduling and management software is emphasized. Topics include software overview, scheduling methods and requirements, and computerized scheduling of a simulated construction job.

CMTT 2170 - Construction Contracting (3)

This course provides an in depth study of the contractual relationship between the parties involved in building construction contracting. Topics include bonds, insurance, bidding, awarding, and subcontracting types and conditions.

CMTT 2200 - Building Analyst Professional (3)

The Building Analyst course is the first step to becoming a professional energy auditor. The course covers all the topics necessary to help you understand energy efficient home analysis.

CMTT 2210 - Envelope Professional (3)

This course expands upon the entry level knowledge obtained in the Building Analyst Professional course. This course focuses on understanding how the envelope of the building plays a crucial role in the homes energy efficiency.

Prerequisite: CMTT 2200.

CMTT 2220 - Energy Audit Heat Specialist (4)

This course focuses on a residential energy audit of combustion appliances and combustion climate control.

Prerequisite: Program Admission.

CMTT 2230 - Home Energy Audit AC/Heat Pump (4)

This course covers the aspects of a residential energy audit as it pertains to the AC/Heat Pump.

Prerequisite: Program Admission.

COFC - Construction Fundamental Core

COFC 1000 - Safety (2)

This course provides a review of general safety rules and practices giving students information about state and federal regulations including OSHA Hazard Communication Standards and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding practices.

COFC 1010 - Introduction to Construction (2)

This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include an introduction to the construction trades, workplace expectations, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success, and life skills.

COFC 1011 - Overview of Building Construction Practices and Materials (3)

This course covers the introduction to a residential construction project from start to finish. Topics to include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry, construction specialties, and materials and fasteners used in the construction industry.

COFC 1020 - Professional Tool Use and Safety (3)

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

COFC 1030 - Materials and Fasteners (2)

This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products,concrete, brick and block,

plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

COFC 1050 - Construction Print Reading Fundamentals (3)

This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

COFC 1080 - Construction Trades Core (4)

This course introduces the student to the basic fundamentals of the construction trades. Topics include Basic Safety, Construction Math, Hand and Power Tools, Construction Drawings, Rigging, Materials Handling, and Job-Site Communication and Work Ethic Skills.

COLL - College Life

COLL 1500 - Student Success (3)

This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, Career Exploration, Research Skills, College Campus Knowledge, Memory & Reading Skills, Presentation & Interview Skills, and Group Skills.

COMP - Introduction to Computers

COMP 1000 - Introduction to Computer Literacy (3)

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

COSM - Cosmetology

COSM 1000 - Introduction to Cosmetology Theory (4)

Introduces fundamental theory and practices in 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.

Prerequisite: Program Admission.

COSM 1010 - Chemical Texture Services (3)

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

COSM 1020 - Hair Care and Treatment (3)

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 - Haircutting (3)

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

COSM 1040 - Styling (3)

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

COSM 1050 - Hair Color (3)

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

COSM 1060 - Fundamentals of Skin Care (3)

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

COSM 1070 - Nail Care and Advanced Techniques (3)

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080 - Physical Hair Services Practicum (3)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Corequisite: COSM 1000, COSM 1020, COSM 1030, COSM 1040.

COSM 1090 - Hair Services Practicum I (3)

This course 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, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100 - Hair Services Practicum II (3)

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; hair and scalp treatment; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 - Hair Services Practicum III (3)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1115 - Hair Services Practicum IV (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1120 - Salon Management (3)

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

COSM 1125 - Skin and Nail Care Practicum (2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1180 - Natural Nail Practicum (3)

This practicum provides additional experience in the manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual

or simulated occupational setting. Topics include manicure, pedicure, nail repair, nail art, reception, dispensary, customer service skills, safety precautions, and federal/state agency compliance.

Prerequisite: COSM 1000 COSM 1070.

COSM 1190 - Advanced Nail Practicum I (3)

This practicum provides additional experience in the manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include manicure, pedicure, nail repair, nail art techniques, advanced artificial nail techniques, safety precautions, federal/state agency compliance, customer service skills, reception duty and dispensary.

Corequisite: COSM 1000; COSM 1070.

COSM 1200 - Advanced Nail Practicum II (3)

This course provides experience necessary for professional development and completion of state board service credit and licensure exam preparation. Emphasis is placed on the display of professional conduct, positive attitudes, and state board theory and state board practical preparation. Topics include manicures, pedicures, advanced nail techniques, customer service skills, safety precautions, federal/state agency compliance, hazardous duty standards act, documentation, and state board preparation for licensure exam.

Corequisite: COSM 1190.

CRJU - Criminal Justice

CRJU 1010 - Introduction to Criminal Justice (3)

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJU 1030 - Corrections (3)

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.

Prerequisite: Program Admission.

CRJU 1040 - Principles of Law Enforcement (3)

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.

Prerequisite: Program Admission.

CRJU 1043 - Probation and Parole (3)

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.

Prerequisite: Program Admission.

CRJU 1050 - Police Patrol Operations (3)

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

Prerequisite: Program Admission.

CRJU 1062 - Methods of Criminal Investigation (3)

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.

Prerequisite: Program Admission.

CRJU 1065 - Community-Oriented Policing (3)

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.

Prerequisite: Program Admission.

CRJU 1068 - Criminal Law for Criminal Justice (3)

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.

Prerequisite: Program Admission.

CRJU 1075 - Report Writing (3)

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

Prerequisite: Program Admission.

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (3)

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.

Prerequisite: Program Admission.

CRJU 2020 - Constitutional Law for Criminal Justice (3)

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.

Prerequisite: Program Admission.

CRJU 2050 - Criminal Procedure (3)

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.

Prerequisite: Program Admission.

CRJU 2060 - Criminology (3)

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.

Prerequisite: Program Admission.

CRJU 2070 - Juvenile Justice (3)

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.

Prerequisite: Program Admission.

CRJU 2090 - Criminal Justice Practicum (3)

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.

Prerequisite: Program Admission.

CRJU 2100 - Criminal Justice Internship/Externship (3)

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.

Prerequisite: Program Admission.

CRJU 2110 - Homeland Security (3)

The course provides an introduction to the principles of homeland security, roles and responsibilites 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.

Prerequisite: Program Admission.

CRJU 2150 - Cybercrime Investigations (3)

This course is designed to address the fundamental principles of different types of cybercrime investigations, and the specific procedures used to investigate them. Emphasis is placed on the investigation of specific offenses, the identification of sources of information, and the procedures used to properly collect and store digital evidence. The course is designed to develop a working knowledge of the investigative steps to be followed in a cybercrime investigation, beginning with initial crime scene security and concluding with proper testimony and presentation of evidence in court. This course includes study designed to reinforce important investigative and forensic evidence collection skills.

Prerequisite: CRJU 1010; CRJU 2050.

CRJU 2201 - Criminal Courts (3)

This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post conviction process.

Prerequisite: Program Admission.

CSSP - Central Sterile Supply Processing

CSSP 1010 - Central Sterile Supply Processing Technician (5)

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.

Prerequisite: Program Admission.

CSSP 1020 - Central Sterile Supply Processing Technician Practicum I (6)

This course complements CSSP 1010 Central Sterile Supply Processing Technican, and together with CSSP 1022 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

Prerequisite: Program Admission.

CSSP 1022 - Central Sterile Supply Processing Technician Practicum II (5)

This course complements CSSP 1010 Central Sterile Supply Processing Technican, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

Prerequisite: Program Admission.

CTDL - Commercial Truck Driving

CTDL 1010 - Fundamentals of Commercial Driving (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 - Combination Vehicle Basic Operation and Range Work (2)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

CTDL 1030 - Combination Vehicle Advanced Operations (4)

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a trailer safely on public roads through a variety of maneuvers.

CTDL 1040 - Commercial Driving Internship (4)

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.

CUST - Customer Service

CUST 1540 - Customer Contact Skills (4)

Provides the skills to create positive customer relations, communicate effectively with customers, and successfully assist customers and solve their problems in both telephone and face to face situations. Role plays in simulated business situations provide training in managing difficult customers and serving the multicultural customer. Lecture, role-plays, and computer-based training (CBT) are utilized. Topics include face to face customer service, critical thinking, introduction to computer based training, information sharing, telephone service skills, sales skills, managing the difficult customer, and serving the multicultural customer.

CUST 1560 - Computer Skills for Cust Serv (2)

Hands-on training is utilized to provide an introduction to computers and Windows. How to write a business letter using a word processing program, create a basic spreadsheet using a spreadsheet program, develop a database using a database program, and e-mail are also presented. Topics include introduction to computers, Windows, Business Software Applications, and E-Commerce.

CUST 1580 - BusSkills/Cust ServEnvironment (2)

CUST 1600 - Service Industry & Cust Serv (2)

Provides insight into the basic principles of business and defines quality service. Explains the need for life-long learning, the work ethic required for exceptional customer service, and the value that

each worker adds to the work team. Focuses on presenting a positive image to coworkers as well as customers. Introduces techniques to maintain optimal mental and physical health.

CUUL – Culinary Arts

CUUL 1000 - Fundamentals of Culinary Arts (4)

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and esprit de corps. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUUL 1110 - Culinary Safety and Sanitation (2)

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUUL 1120 - Principles of Cooking (6)

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.

Prerequisite: CUUL 1110.

CUUL 1129 - Fundamentals of Restaurant Operations (4)

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.

Prerequisite: CUUL 1120.

CUUL 1220 - Baking Principles (5)

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.

Prerequisite: CUUL 1120.

CUUL 1320 - Garde Manger (4)

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.

Prerequisite: CUUL 1120.

CUUL 1350 - Hospitality Beverage Manage (3)

This course will provide comprehensive, detailed information about the origins, production, and characteristics of all types of alcoholic beverages including wine, distilled spirits, and beer. The course focuses on relevant terminology as well as the fundamentals of production for each beverage group. Students will examine how differences in food and culture have led to similar offering throughout the world. Students will examine and gain an understanding the major wine producing countries and regions around the world with emphasis on North America, France, Italy, Germany, and Spain. The sales, service, and control system of all beverages as well as pairing beverage products with food will be covered.

CUUL 1370 - Culinary Nutrition and Menu Development (3)

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.

Prerequisite: CUUL 1120.

CUUL 2130 - Culinary Practicum (6)

This course familiarizes students with the principles and methods of sound decision making in the hospitality industry and provides them with the opportunity to gain management/supervisory experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the semester. On-the-job training topics include restaurant management/on-off premise, catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity.

CUUL 2140 - Advanced Baking and International Cuisine (6)

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work. *Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

Prerequisite: CUUL 1220 CUUL 1320.

CUUL 2142 - International Cuisine (3)

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work.

Prerequisite: CUUL 1320.

CUUL 2144 - Advanced Baking (3)

The course provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

Prerequisite: CUUL 1220 .

CUUL 2160 - Contemporary Cuisine (4)

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.

Prerequisite: CUUL 1220 CUUL 1320.

CUUL 2170 - American Regional Cuisine (3)

This course emphasizes the terms, concepts, and methods central to American Cuisine food preparation.   Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include kitchen aromatics, regional cooking principles and history, and methods of American regional food preparation. Laboratory demonstrations and student experimentation parallel class work

Prerequisite: CUUL 1110 CUUL 1120.

CUUL 2180 - Irish Cuisine and Culture (3)

Emphasis is on terms, concepts, and methods necessary to Irish Cuisine and its culture. Topics include: historical overview of the development of Irish gastronomy/cuisine, the role of contemporary figures of Irish gastronomy/cuisine, introduction to the use of indigenous ingredients and Irish local Artisan food producers, regional cooking principles and history, and methods of Irish regional food preparation. Students will write a reflective essay based on their International culinary experiences.   Laboratory   demonstrations   and   student   experimentation   parallel   class.

Prerequisite: CUUL 1110; CUUL 1120.

CUUL 2190 - Principles of Culinary Leaders (3)

Familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in their job responsibilities. Emphasis will be placed on real-life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help leaders, managers, and supervisors deal with a dramatically changing workplace

that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include: Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

DENA - Dental Assisting

DENA 1010 - Basic Human Biology (1)

Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.

Prerequisite: Program Admission.

DENA 1030 - Preventive Dentistry (2)

Introduce students to the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

Prerequisite: DENA 1080 DENA 1340.

DENA 1050 - Microbiology and Infection Control (3)

Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; bodys defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

Prerequisite: Program Admission.

DENA 1070 - Oral Pathology and Therapeutics (2)

Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification and disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principle of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate treatment; and applied pharmacology (regulations, dosage, and applications.

Prerequisite: DENA 1010 DENA 1080.

DENA 1080 - Dental Anatomy (5)

Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include: dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.

Prerequisite: Program Admission.

DENA 1090 - Dental Assisting National Board Examination Preparation (1)

Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and test taking skills.

Prerequisite: Program Instructor Approval.

DENA 1340 - Dental Assisting I: General Chairside (6)

Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

Prerequisite: DENA 1050; DENA 1080; Program Admission.

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills (7)

Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontics procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform all required clinical skills to receive EFDA certification.

Prerequisite: DENA 1340.

DENA 1390 - Dental Radiology (4)

After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.

Prerequisite: DENA 1080.

DENA 1400 - Dental Practice Management (2)

Emphasizes procedures for office management in dental practices. Topics include: oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply and inventory control; employability skills and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.

Prerequisite: COMP 1000; DENA 1340.

DENA 1460 - Dental Practicum I (1)

Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

Prerequisite: DENA 1050; DENA 1340; DENA 1350; DENA 1390. Corequisite: DENA 1460.

DENA 1470 - Dental Practicum II (1)

Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

Prerequisite: DENA 1460. Corequisite: DENA 1470.

DENA 1480 - Dental Practicum III (5)

Practicum continues to focus on assisting chairside with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chairside in specialties; and management of dental office emergencies.

Prerequisite: DENA 1460 DENA 1470. Corequisite: DENA 1480.

DFTG - Drafting

DFTG 1015 - Practical Mathematics for Drafting Technology (3)

This course introduces and develops basic mathematic concepts needed to be successful in the drafting industry. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

DFTG 1101 - CAD Fundamentals (4)

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

DFTG 1103 - Multiview/Basic Dimensioning (4)

Multiview/Basic Dimensioning provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105 - 3D Mechanical Modeling (4)

In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

DFTG 1107 - Advanced Dimensioning/Sectional Views (3)

Advanced Dimensioning/Sectional Views continues dimensioning skill development and introduces tools for precision measurement and sectional views.

Prerequisite: DFTG 1103.

DFTG 1109 - Auxiliary Views/Surface Development (4)

Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

DFTG 1111 - Fasteners (4)

This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

DFTG 1113 - Assembly Drawings (4)

Assembly Drawings provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DFTG 1125 - Architectural Fundamentals (4)

Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

DFTG 1127 - Architectural 3D Modeling (4)

In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.

DFTG 1129 - Residential Drawing I (4)

Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduce to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1131 - Residential Drawing II (4)

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1133 - Commercial Drawing I (4)

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

DFTG 2010 - Engineering Graphics (4)

Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

DFTG 2020 - Visualization and Graphics (3)

This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.

DFTG 2030 - Advanced 3D Modeling Architectural (4)

In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.

DFTG 2040 - Advanced 3D Modeling Mechanical (4)

In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations.

DFTG 2110 - Print Reading I (2)

Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

DFTG 2120 - Blueprint Reading for Architecture (3)

This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.

DFTG 2130 - Manual Drafting Fundamentals (2)

This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction concepts.

DFTG 2210 - Print Reading II (2)

This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

DFTG 2300 - Drafting Technology Practicum/Internship 3 (3)

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2400 - Drafting Technology Practicum/Internship 4 (4)

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 (3)

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 (6)

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DIET - Diesel Equipment Technology

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety (3)

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment
Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

DIET 1010 - Diesel Electrical and Electronic Systems (7)

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.

Corequisite: DIET 1000.

DIET 1011 - Diesel Electrical and Electronic Systems I (4)

This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical systems diagnosis; battery diagnosis and repair; starting system diagnosis and repair; and basic lighting diagnosis and repair.

Corequisite: DIET 1000.

DIET 1012 - Diesel Electrical and Electronic Systems II (3)

This course continues the study of electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: advanced lighting diagnosis; charging system diagnosis and repair; gauges and warning devices; and related electrical systems and diagnosis.

Corequisite: DIET 1011.

DIET 1020 - Preventive Maintenance (5)

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.

Corequisite: DIET 1010.

DIET 1030 - Diesel Engines (6)

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, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

Corequisite: DIET 1010.

DIET 1031 - Diesel Engine Repair (3)

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis; cylinder head and valve trains; engine block; engine lubrication systems; basic fuel system diagnosis; and engine brakes. Using and interpreting measuring equipment is highly emphasized.

Corequisite: DIET 1010.

DIET 1032 - Diesel Engine Support Systems (3)

This course introduces the remaining diesel engine support systems used in medium/heavy duty trucks and heavy equipment. Topics include: engine cooling systems; air induction and exhaust; fuel supply systems; and fuel management systems. Using and interpreting test equipment is highly emphasized.

Prerequisite: DIET 1031.

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems (3)

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.

Corequisite: DIET 1010.

DIET 2000 - Truck Steering and Suspension Systems (4)

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.

Corequisite: DIET 1000.

DIET 2010 - Truck Brake Systems (4)

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.

Corequisite: DIET 1000; DIET 1010.

DIET 2020 - Truck Drivetrains (4)

This course introduces drivetrain systems used on medium/heavy duty trucks. Topics include: clutches, transmissions, drive shafts and universal joints, and drive axles.

Corequisite: DIET 1000; DIET 1010.

DMSO - Diagnostic Medical Sonography

DMSO 1010 - Foundations of Sonography (3)

Using classroom didactic instruction and laboratory experiences, this foundations course prepares students for the role of a sonographer. The course provides a base of knowledge and experiences from which complementary and subsequent courses build on. Topics include diagnostic medical sonography history; medical ethics and law; patient privacy and confidentiality; body mechanics, lifts and transfers; patient assessment and administration of care; transducer care; response to medical emergencies; professionalism; medical and sonographic terminology; cultural competence; ergonomics: work related musculoskeletal disorders; basic sonographic physical principles and system operation; Maslow's Hierarchy of Needs, sonographic scanning techniques, communications and information technology.

Prerequisite: Program Admission.

DMSO 1020 - Sectional Anatomy and Normal Sonographic Appearance (3)

This course combines the didactic education of sectional anatomy with active student participation in classroom laboratory experience. Information is weighted toward normal structures which are sonographically visible. Structures are described according to relative location and proportionality. Topics include: normal sectional anatomy of the neck, liver, biliary system, pancreas, genitourinary tract, spleen, peritoneal cavity, retroperitoneum, gastrointestinal tract, and vascular system structures within the upper and lower extremity; anatomic planes related to sonographic images; sonographic appearance and sonographic patterns of structures in the female and male pelvis, neck, liver, biliary system, pancreas, peritoneum and retroperitoneum, gastrointestinal tract, non cardiac chest, and upper and low extremities; and related imaging, laboratory testing procedures and functional testing procedures.

Prerequisite: Program Admission.

DMSO 1030 - Introduction to DMSO Clinical (1)

This course introduces the basic principles and application of the physical assessment as well as the protocols utilized for songraphic procedures. Provides students with an introduction to the clinical setting. Students may be given the opportunity to acquire sonographic images with direct supervision. Topics include: communication including common terminology and abbreviations; patient care; equipment manipulation;ergonomics;sonographic imaging; correlation of ultrasound examinations with other imaging modalities and laboratory findings ;and medical law and ethics

Prerequisite: Program Admission.

DMSO 1040 - Sonographic Physics and Instrumentation (3)

Sonographers apply principles of ultrasound in the operation of medical sonographic equipment to produce a sonogram. Knowledge of the interaction of ultrasound with tissue is important for image optimization, acquisition and interpretation of sonographic images, and critical to the accurate diagnosis of disease. Introduces concepts for the factors involved with diagnostic ultrasound principles and instruments. Emphasis will be placed on ultrasound physics, transducer construction, operation and characteristics, artifacts and adjustable physics parameters. Topics include: basic principles and wave analysis; propagation of acoustic waves through tissues; principles of pulse echo imaging; sonographic transducers and sound beams; hemodynamic and Doppler imaging; sonographic instrumentation; artifacts; quality assurance/quality control of sonographic instruments; bioeffects and safety. Student laboratory scanning hours are included in this course.

Prerequisite: Program Admission.

DMSO 1050 - Abdominal Sonography I (3)

This course combines the didactic education of normal and abnormal abdominal with active student participation in classroom laboratory experience. Introduces advanced abdominal anatomy, sonographic appearance and procedures, pathology and pathophysiology for diagnostic medical sonography. Topics include: embryology; anatomy; protocols for all organs and organ systems of the abdomen and non-cardiac chest; variants of normal and congenital anomalies; function of organ and organ systems; patient history and indications for examination; scanning techniques; normal sonographic appearance; pathology and pathophysiology; related imaging and functional testing results; normal and abnormal Doppler and color flow characteristics.

Prerequisite: DMSO 1010; DMSO 1020. Corequisite: DMSO 2020.

DMSO 1060 - Clinical Sonography I (4)

Provides students with a more detailed introduction into the hospital, clinic or other patient care setting work experience. This course covers the control of the physical parameters of the sonography unit and application of sonographic physics as it relates to image quality. Sonographic examinations are conducted under direct and indirect supervision. Topics include: oral and written communication; provide basic patient care; equipment manipulation for optimum image resolution; ergonomically correct scanning techniques; perform basic sonographic examinations of normal and abnormal abdominal anatomy and superficial structures; related imaging procedures and relevant laboratory findings; students must demonstrate progression of knowledge and scanning skills during this clinical rotation.

Prerequisite: Program Admission.

DMSO 1070 - Pelvic Sonography and First Trimester Obstetrics (2)

This course introduces gynecology physiology, pathology, and pathophysiology along with normal and abnormal embryonic and fetal development during the first trimester using diagnostic medical sonography. Topics include: the role of the sonographer in obstetric imaging; antepartum obstetric sonography evaluation; Doppler imaging for the obstetric patient; significant laboratory values in

early pregnancy; anatomy, physiology, pathology and pathophysiology of the female pelvis; gynecologic patient care and imaging techniques; clinical assessment of obstetrical patient; normal first trimester; uterine and extrauterine assessment during the first trimester; first trimester complications; prudent use; and performance standards and documentation.

Prerequisite: DMSO 1010; DMSO 1020.

DMSO 1080 - Sonographic Physics and Instrumentation Registry Review (1)

Provides a review of knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills will also be reviewed. Topics include: patient care, safety and communication; physics principles, ultrasound transducers, pulse-echo instrumentation, Doppler instrumentation; and quality assurance/quality control of equipment.

Prerequisite: DMSO 1040.

DMSO 1090 - Introduction to Vascular Sonography (1)

This course is designed as an introduction into the field of vascular sonography. The general practitioner will be required to perform venous examinations of the lower extremity, arterial studies of the neck, and some Doppler studies within the abdomen. Emphasis is on the functional workings and settings associated with Doppler signals and waveforms. Topics include: machine/image settings for Doppler imaging; venous imaging of the lower extremities; arterial imaging of the neck; and vascular imaging of the abdomen, including aorta and its primary branches, vena cava, portal and hepatic veins, and renal arteries and veins.

Prerequisite: Program Admission.

DMSO 1100 - Clinical Sonography II (6)

This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students conduct sonographic examinations under direct and indirect supervision while continuing to improve their communication, professionalism and critical thinking skills. Topics include: patient care issues; advanced scanning techniques; normal anatomy and pathologic conditions of the abdomen; normal and abnormal sonographic imaging of the male pelvis; normal and abnormal anatomy and pathology of the female pelvis; normal and abnormal uterine and fetal development through the first trimester; and introduction to vascular sonography.

Prerequisite: DMSO 1060.

DMSO 2010 - OB Second and Third Trimesters (3)

Using classroom instruction and laboratory experiences this course introduces the knowledge of fetal anatomy, pathology, pathophysiology and procedures for diagnostic medical sonography. Instruction emphasizes normal fetal growth, fetal anomalies and maternal complications throughout all the second and third trimesters. Topics include: fetal assessment in the normal second and third trimesters; extra-fetal assessment of the second and third trimesters; assess abnormal fetal growth; high risk obstetrics; fetal structural abnormalities; genetic abnormalities and syndromes; interventional procedures; post partum complications; prudent use; and performance standards and documentation.

Prerequisite: DMSO 1070.

DMSO 2020 - Specialized Sonographic Procedures (2)

This course provides students with three independent areas of concentration. They are High Resolution Sonography, Interventional Sonography and Pediatric Sonography. I. High Resolution Sonography introduces superficial structure anatomy, pathology and procedures for diagnostic medical sonography. II. Interventional Sonography this course provides instruction in sonographic

procedures which are considered invasive and/or require sterile procedures. III. Pediatric Sonography provides the sonography student with specialized imaging procedures for the pediatric patient. Topics include: Intervention Sonographyuse of sonography in interventional procedures, transducer care, infection control, response to medical emergencies, contrast media, and organ transplant; High Resolution Sonographycontrast media, and organ transplant; High Resolution Imaginganatomy and normal variants, function and physiology, indications for examination, sonographic imaging, pathology and pathophysiology, correlative and prior imaging, pertinent lab values; Pediatric Sonographyembryology, anatomy and normal variants, function and physiology, indications for examination, sonographic imaging, and pathology and pathophysiology.

Prerequisite: DMSO 1010; DMSO 2020.

DMSO 2030 - Clinical Sonography III (8)

This course provides students with continued work experience in a hospital, clinic or other patient care setting. Students improve skills in performing songraphic procedures previously introduced. Topics include: normal uterine and fetal development through the three trimesters including placental grading; equipment manipulation for optimum resolution; manipulation of equipment to minimize biological effects; normal anatomy and pathologic conditions of the abdomen and female pelvis; fetal biometry including gestational sac size, crown-rump length, bi-parietal diameter and head circumference; ectopic pregnancies; normal anatomy of the venous and arterial systems of the body; abnormal conditions of the human vasculature system; patient care issues; and demonstration of significant progression of knowledge and scanning skills.

Prerequisite: DMSO 1100.

DMSO 2040 - Comprehensive ABD and OB/GYN Registry Review (2)

Provides a review of knowledge from previous courses and helps the student prepare for ARDMS national certification examinations for sonography. Information concerning test taking skills is also reviewed. Topics include: patient care, preparation and technique; instrumentation, normal pelvic anatomy; abnormal pelvic anatomy; extra-pelvic pathology associated with gynecology; pediatric sonography; post menopause; infertility and endocrinology; first trimester; placenta, amniotic fluid, umbilical cord; second and third trimester; congenital fetal anomalies; complications during pregnancy; fetal demise; coexisting disorders; HIPPA and patient care techniques utilizing a professional sonographer; anatomy and physiology of abdominal structures, small parts, and superficial structures; patient preparation and protocols for sonographic examination of abdominal structure; clinical indications, pertinent related diagnostic imaging procedures and laboratory tests; sonographic technique and appearance of normal anatomic abdominal structures, small parts; characteristic sonographic features and/or patterns of pathology in the abdomen, small parts; and instrumentation.

Prerequisite: DMSO 1050; DMSO 1070; DMSO 2010; DMSO 2020.

DMSO 2050 - Clinical Sonography IV (10)

Provides a culminating work experience in the hospital, clinic or other patient care setting for students to improve skills in performing procedures introduced during prior clinical and didactic courses to the level of an entry-level sonographer. Topics include: refinement of equipment manipulation techniques, performance of sonographic examinations as an entry-level sonographer, role of the sonographer in performing interventional/invasive procedures, and completion of necessary competency requirements for graduation.

Prerequisite: DMSO 2030.

DRFT - Drafting

DRFT 2000 - Public Works Infrastructure (3)

This course introduces the student to the methods of maintaining the most common public works infrastructures. Emphasis will be placed on the different aspects of roadway maintenance, utility maintenance, and fleet management.

DRFT 2005 - Plan Reading (3)

This course introduces the reading and interpretation of construction drawings. Topics include: roadway plans, right of way, plan notations and symbols, and Georgia standards and specifications.

DRFT 2010 - Construction Materials (4)

This course covers the fundamental construction materials and their engineering properties. Material properties such as aggregates, asphalt, Portland cement concrete, steel and masonry are covered. Topics include: material properties, materials testing, and material selection and use.

Prerequisite: MATH 1013.

DRFT 2020 - Construction Materials and Cost Estimating (3)

This course introduces the student to roadway and bridge construction materials and to cost estimation methods for a roadway project or project components. Topics include: initial construction, pavement construction, bridge construction, and cost estimating.

Prerequisite: DRFT 2000.

DRFT 2030 - Project Management (3)

This course introduces the student to the basic concepts and procedures used in managing a highway construction project. Emphasis will be placed on administering the contract and ensuring that construction is completed according to the contract. Topics include: contract administration, specifications, documentation, and project management.

Prerequisite: DRFT 2000.

DRFT 2040 - Highway Design (3)

This course provides students with a basic understanding of design and construction of roadway and highway systems. Major topics include: geometric design, drainage design and computation, storm water management, and erosion control.

Prerequisite: DRFT 2000.

DRFT 2050 - Surveying I (2)

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

Prerequisite: MATH 1015.

DRFT 2060 - Route Location and Design (5)

Provides the fundamentals of proper highway design. Students have opportunities to participate in actual field stakeout, measurement, and solution of design problems given specific parameters. Topics include: land transportation systems; ground and aerial route survey methods; circular, compound, reverse, and parabolic curves and spirals; highway design safety and limitations; intersections and interchanges; plot and field stakeout; and topographic planning.

Prerequisite: DRFT 2050.

DRFT 2070 - Civil Tech Internship (3)

Provides student work experience in the occupational environment. Topics include: application of Civil Technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

Prerequisite: DRFT 2000 DRFT 2005 DRFT 2010 DRFT 2020 DRFT 2040 DRFT 2050.

ECCE – Early Childhood Care and Education

ECCE 1101 - Introduction to Early Childhood Care and Education (3)

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

ECCE 1103 - Child Growth and Development (3)

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

ECCE 1105 - Health, Safety and Nutrition (3)

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECCE 1112 - Curriculum and Assessment (3)

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; standards;learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

Prerequisite: ECCE 1103.

ECCE 1113 - Creative Activities for Children (3)

Introduces the concepts related to creativity in art,music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1121 - Early Childhood Care and Education Practicum (3)

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.

Prerequisite: ECCE 1105.

ECCE 1125 - Professionalism Through CDA Certificate Preparation (2)

Provides training in professionalism through Child Development Associate Credentialing Certificate preparation in the following areas: applying for the Child Development Associate Credential through Direct Assessment, professional resource file development, and strategies to establish positive and productive relationships with families.

ECCE 2115 - Language and Literacy (3)

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.

Prerequisite: ECCE 1103.

ECCE 2116 - Math and Science (3)

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.

Prerequisite: ECCE 1103.

ECCE 2201 - Exceptionalities (3)

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.

Prerequisite: ECCE 1103.

ECCE 2202 - Social Issues and Family Involvement (3)

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community

resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

ECCE 2203 - Guidance and Classroom Management (3)

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.

Prerequisite: ECCE 1103.

ECCE 2245 - Early Childhood Care and Education Internship I (6)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Prerequisite: ECCE 1101 ECCE 1103 ECCE 1105.

ECCE 2246 - Early Childhood Care and Education Internship II (6)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Prerequisite: ECCE 1101 ECCE 1103 ECCE 1105. Corequisite: ECCE 2245.

ECCE 2310 - Paraprofessional Methods and Materials (3)

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.

Prerequisite: ECCE 1103.

ECCE 2312 - Paraprofessional Roles and Practices (3)

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.

Prerequisite: ECCE 1103 Program Admission.

ECCE 2320 - Program Administration and Facility Management (3)

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ECCE 2322 - Personnel Management (3)

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330 - Infant/Toddler Development (3)

Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECCE 2332 - Infant/Toddler Group Care and Curriculum (3)

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 2350 - Early Adolescent Development (3)

Introduces the student to the physical, social, emotional, and intellectual development of the early adolescent (1215 years of age). Provides learning experiences related to the principles of human growth, development, and maturation, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, and developmentally appropriate practice.

Prerequisite: Program Admission.

ECCE 2352 - Designing Programs and Environments for School Age Children and Youth (3)

Provides the student with information about preparing appropriate environments and planning and implementing activities for school age children and youth. This class includes 30 hours of lab, during which the student will be observed implementing the concepts learned in class. Topics include space design, varied choices and program activities to promote interest in: athletic/physical development, community involvement, cultural arts literacy, math, science and technology, and positive social relationships.

Prerequisite: Program Admission.

ECCE 2360 - Classroom Strategies for Exceptional Children (3)

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.

Prerequisite: ECCE 2201.

ECCE 2362 - Exploring Your Role in the Exceptional Environment (3)

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.

Prerequisite: ECCE 2201.

ECET - Electrical and Computer Engineering Technology

ECET 1102 - Circuit Analysis I (3)

This course emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters.

Corequisite: ECET 1102L, ENGT 1000, MATH 1111.

ECET 1102L - Circuit Analysis I Lab (1)

This course contains selected lab exercises that parallel ECET 1102. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE. Laboratory work emphasizes 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 and transient analysis.

Corequisite: ECET 1102, ENGT 1000, MATH 1111.

ECET 1111 - Digital Systems I (3)

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

Prerequisite: ENGT 1000. Corequisite: ECET 1111L.

ECET 1111L - Digital Systems I Lab (1)

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

Prerequisite: ENGT 1000. Corequisite: ECET 1111.

ECET 1191 - Computer Programming Fundamentals (3)

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.

Prerequisite: MATH 0098.

ECET 2000 - Engineering Economics and Management (3)

This course will introduce applications of the mathematics of finance used in engineering decision making by using criteria employed in selecting the best alternative; making short-term and long-term decisions; determining which engineering projects should have a higher priority; comparing different ways to finance purchases and projects; quantitatively assessing the costs of completing capital projects; using appropriate computer software to analyze and model project cash flows; modeling project schedules; using probability analysis to estimate project durations; and presenting findings to management personnel.

ECET 2102 - Circuit Analysis II (3)

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.

Prerequisite: ECET 1102, ECET 1102L MATH 1111. Corequisite: ECET 2102L.

ECET 2102L - Circuit Analysis II Lab (1)

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.

Prerequisite: ECET 1102, ECET 1102L MATH 1111. Corequisite: ECET 2102.

ECHO - Echocardiograpy

ECHO 1100 - Echocardiography Fundamentals (3)

This course introduces the basic principles and applications of the physical assessment and echocardiographic procedures. Discussion of medical law and ethics as it relates to the professional scope of practice. Topics include: basic echocardiographic imaging principles, patient skills and equipment instrumentation, basic Doppler and color principles, medical law and ethics and common terminology and abbreviations.

Prerequisite: Program Admission.

ECHO 1110 - Non-Invasive Cardiovascular Fundamentals (3)

Introduces the basic principles and applications of physical assessment, of non-invasive cardiovascular procedures. Topics include: introduction to measurements: chamber dimensions, velocities, systole, and diastole; patient and equipment skills related to instrumentation; physical principles: heart sounds, imaging of the cardiovascular system; echocardiography and vascular technology: basic views, terminology, physical principles, and instrumentation; and tomographic anatomy.

Prerequisite: Program Admission.

ECHO 1310 - Echocardiography I (3)

This course utilizes cardiac sonography fundamentals to evaluate cardiac anatomy, function and hemodynamics in diagnosing coronary artery heart disease. Incorporates all forms of noninvasive

cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional, and Doppler echocardiography. Emphasis will be placed on obtaining quality echocardiograms, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: ventricular function, coronary artery disease, Stress Echocardiography, Transesophageal Echocardiography (TEE), 3-D/4-D Echocardiography, Contrast Echocardiography and advanced techniques/procedures.

Prerequisite: ECHO 1100. Corequisite: ECHO 1370.

ECHO 1320 - Echocardiography II (3)

This course utilizes fundamentals to evaluate cardiac function and acquired disease states. Incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional, and Doppler echocardiography. Emphasis will be placed on obtaining quality echocardiograms, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: valvular heart disease, cardiomyopathies, systemic and pulmonary hypertensive heart disease, pericardial diseases, systemic disease, cardiac transplantation, cardiac tumors/masses, diseases of the aorta, pericardial diseases, and miscellaneous topics.

Prerequisite: ECHO 1310. Corequisite: ECHO 2360.

ECHO 1360 - Introduction to Clinical Environment (1)

Introduces echocardiography student to the clinical environment where clinical requirements are discussed and defined. The role and job description of the noninvasive cardiovascular technologist are evaluated. Students will participate in procedures in noninvasive cardiology labs and imaging centers under direct supervision of clinical instructor. Topics include: clinical environment; recording medical information/professionalism, clinical skills, medical ethics, professionalism, and hospital/medical office policies and procedures.

Prerequisite: ECHO 1100.

ECHO 1370 - Echocardiography Clinical I (7)

Provides hands-on experience in performing noninvasive cardiovascular procedures with emphasis on instrumentation and development of clinical techniques. Topics include: policies and procedures, echocardiographic instrumentation, recording patient information, patient preparation, and performing echocardiographic examinations.

Prerequisite: CAVT 1030; ECHO 1100; DMSO 1040.

ECHO 1550 - Professional Development (1)

The purpose of the Professional Development course is to provide the opportunity for review and reinforcement of theoretical concepts with an evaluation of the imaging specialty. The purpose of the Journal Review is to allow the student to study the current formats and methods of professional articles/presentations of imaging. Students will be asked to prepare and present interesting case studies to include clinical history, normal anatomy, clinical laboratory test modalities, protocols, techniques and findings. Topics include: identification of resources, literature review, formatting according to audience, citation of sources, written presentation skills, and oral presentation skills. Emphasis is placed on professional growth and preparation to enter the field of specialized imaging as a contributing member.

Prerequisite: Program Admission.

ECHO 2310 - Pediatric Echocardiography (3)

This course offers an introduction to congenital heart disease with instruction on fetal cardiac embryology, pediatric pathology, age appropriate patient care, corrective surgical procedures.

Emphasis is placed on the latest modalities and specialties of a pediatric noninvasive cardiac diagnostic study. Topics include: fetal cardiac embryology; acyanotic lesions; cyanotic lesions; complex congenital heart disease; corrective surgical procedures; Doppler, color flow, and 2D imaging; research methods; syndromes; sedation; and transducer selection..

Prerequisite: ECHO 1310.

ECHO 2360 - Echocardiography Clinical II (7)

Provides hands-on experience in the clinical setting with an emphasis placed on the development of clinical techniques employed to obtain meaningful data. Continued participation by the student will progressively lead to the student performing diagnostic procedures with less assistance but under the supervision of an appropriately credentialed sonographer. Topics include: echocardiographic instrumentation, logging and reporting information, preparation for echocardiographic examinations, medical ethics, and performing echocardiographic procedures. Students may do a brief rotation through an invasive cardiology lab, pediatric lab and/or vascular lab.

Prerequisite: ECHO 1370.

ECHO 2370 - Echocardiography Clinical III (10)

This course builds on the knowledge and skills learned in Clinical Echo 3. By the end of this rotation, the student will perform all echocardiography procedures independently with the supervision of an appropriately credentialed sonographer. This course provides a culminating clinical setting experience which allows students to synthesize information and procedural instruction provided throughout the program. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical vascular courses. Topics include: scanning, documentation of pathologies, patient and equipment skills, current literature, professionalism, and ethical behavior.

Prerequisite: ECHO 2360.

ECHO 2400 - Comprehensive Registry Review (1)

This course will be an overall review of Echocardiography to include demonstration of normal and abnormal cardiac anatomy, cardiac physiology, pathophysiology and hemodynamics/physics in the different types of cardiac disease/dysfunctions. Also included will be a review of clinical non-invasive cardiac diagnostic procedures, laboratory values, pharmacology and test validation and measurements. Emphasis is placed on reviewing information so that the student will successfully pass the ARMDS and/or CCI certification examinations.Topics include: normal and abnormal cardiac anatomy, techniques, pathology, physics/hemodynamics, test validation and measurements, and laboratory values.

Prerequisite: ECHO 1320.

ECON - Economics

ECON 1101 - Principles of Economics (3)

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective

Prerequisite: Regular Admission.

ECON 2105 - Macroeconomics (3)

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.

Prerequisite: Regular Admission.

ECON 2106 - Microeconomics (3)

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.

Prerequisite: Regular Admission.

ELCR - Electronics Technology

ELCR 1003 - IntroElectrical&ElectronicThry (3)

ELCR 1005 - Soldering Technology (1)

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELCR 1010 - Direct Current Circuits (6)

This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, DC theorems, and Applied Algebraic Concepts.

Prerequisite: Appropriate Placement Test Score Program Instructor Approval.

ELCR 1020 - Alternating Current Circuits (7)

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.

Prerequisite: ELCR 1010 Program Instructor Approval.

ELCR 1030 - Solid State Devices (5)

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.

Prerequisite: ELCR 1020 Program Instructor Approval.

ELCR 1040 - Digital and Microprocessor Fundamentals (5)

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.

Prerequisite: ELCR 1020 Program Instructor Approval.

ELCR 1060 - Linear Integrated Circuits (3)

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

Prerequisite: ELCR 1020 Program Instructor Approval.

ELCR 1230 - Comm Electronics Survey (3)

Introduces the fundamental concepts and devices used in electronics communications. Topics include: transmission, modulation and detection, receivers, transmitters, propagation, antennas, and deterioration.

ELCR 1240 - Industrial Electronics Survey (3)

Introduces the fundamental concepts and technologies utilized in industrial electronics applications. Topics include: process controls, sensors, motor controls, programmed controls, mechanical devices, fluid power, and robotics.

ELCR 2110 - Process Control (3)

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

Prerequisite: ELCR 1020 Program Instructor Approval.

ELCR 2120 - Motor Controls (3)

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contactors, NEC and NEMA standards, ladder diagrams, and power sources.

Prerequisite: ELCR 1020 Program Instructor Approval.

ELCR 2130 - Programmable Controllers (3)

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

Prerequisite: ELCR 1020 Program Instructor Approval.

ELCR 2140 - Mechanical Devices (2)

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELCR 2150 - Fluid Power (2)

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

Prerequisite: Program Admission.

ELCR 2160 - Advanced Microprocessors and Robotics (3)

This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

Prerequisite: ELCR 1040 Program Instructor Approval.

ELCR 2170 - Computer Hardware (5)

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

ELCR 2180 - Operating Systems Technologies (4)

Provides an introduction to the fundamentals of Command Line Prompt, Windows 9x, Windows 2000, and future operating systems. Topics include operating system fundamentals; installing, configuration, and upgrading; diagnosing and troubleshooting; and networks.

ELCR 2190 - Networking I (3)

Provides an introduction to networking technologies. Cover a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and Wan technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.

ELCR 2210 - Advanced Circuit Analysis (5)

This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

ELCR 2220 - Advanced Modulation Techniques (3)

ELCR 2230 - Antenna and Transmission Lines (3)

Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

ELCR 2240 - Microwave Communications&Radar (3)

Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

ELCR 2250 - Optical Comm Techniques (3)

Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

ELCR 2290 - Security Systems (3)

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 2590 - Fiber Optic Systems (3)

Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

ELCR 2600 - Telecommunication&Data Cabling (3)

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 - Telcom-InstalProgram&DataTrans (4)

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 (5)

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 Sys Install and Test (4)

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 Conr and CCTV Instal (2)

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 Volt Licensure (3)

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 timeof testing and are expected to locate the specific information in a timely manner.

Prerequisite: Some knowledge of telecommunications and/or other low voltage systems standards and installation practices is required.

ELCR 2860 - CompTIA A+ Certification (4)

Prepares the student for taking the CompTIA A+ examination by reviewing the A+ CORE and A+ Operating Systems Objectives. Topics include A+ Core Hardware and A+ Operating System Technologies.

ELTR - Electrical Technology

ELTR 1010 - Direct Current Fundamentals (3)

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

ELTR 1017 - IEC Journeyman Electrical Apprenticeship 1-1 (3)

This course is the first course in an eight course sequence that is designed to train the electrical apprentice from novice to journeyman proficiency. Topics in this course include orientation to the trade, safety, basic electrical theory, electrical codes, applied mathematics, and basic electrical wiring practices. This course aligns with the Independent Electrical Contractors (IEC) Electrical Apprenticeship Program, First Year First Semester.

Prerequisite: Program Admission.

ELTR 1020 - Alternating Current Fundamentals (3)

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 1027 - IEC Journeyman Electrical Apprenticeship 1-2 (3)

This course is the second course in an eight course sequence that is designed to train the electrical apprentice from novice to journeyman proficiency. Emphasis is placed on residential dwelling and specialty wiring application requirements. This course aligns with the Independent Electrical Contractors (IEC) Electrical Apprenticeship Program, First Year Second Semester.

Prerequisite: ELTR 1017.

ELTR 1037 - IEC Journeyman Electrical Apprenticeship 2-1 (3)

This course is the third course in an eight course sequence that is designed to train the electrical apprentice from novice to journeyman proficiency. Topics in this course include additional training in Math, Safety, Electrical Theory, and National Electrical Code requirements. This course aligns with the Independent Electrical Contractors (IEC) Electrical Apprenticeship Program, Second Year First Semester.

Prerequisite: ELTR 1027.

ELTR 1047 - IEC Journeyman Electrical Apprenticeship 2-2 (3)

This course is the fourth course in an eight course sequence that is designed to train the electrical apprentice from novice to journeyman proficiency. Topics in this course include three-phase power, transformers, and motors. This course aligns with the Independent Electrical Contractors (IEC) Electrical Apprenticeship Program, Second Year Second Semester.

Prerequisite: ELTR 1037.

ELTR 1057 - IEC Journeyman Electrical Apprenticeship 3-1 (3)

This course is the fifth course in an eight course sequence that is designed to train the electrical apprentice from novice to journeyman proficiency. Topics in this course include OSHA and NFPA, grounding and bonding, and print reading. This course aligns with the Independent Electrical Contractors (IEC) Electrical Apprenticeship Program, Third Year First Semester.

Prerequisite: ELTR 1047.

ELTR 1060 - Electrical Prints, Schematics, and Symbols (2)

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 1067 - IEC Journeyman Electrical Apprenticeship 3-2 (3)

This course is the sixth course in an eight course sequence that is designed to train the electrical apprentice from novice to journeyman proficiency. Topics in this course include contactors and relays, ladder diagrams, and motors and starters. This course aligns with the Independent Electrical Contractors (IEC) Electrical Apprenticeship Program, Third Year Second Semester.

Prerequisite: ELTR 1057.

ELTR 1077 - IEC Journeyman Electrical Apprenticeship 4-1 (3)

This course is the seventh course in an eight course sequence that is designed to train the electrical apprentice from novice to journeyman proficiency. Topics in this course include specialty applications such as power distribution systems, programmable controllers, energy management, fire suppression systems and preventative maintenance and troubleshooting. This course aligns with the Independent Electrical Contractors (IEC) Electrical Apprenticeship Program, Fourth Year First Semester.

Prerequisite: ELTR 1067.

ELTR 1080 - Commercial Wiring I (5)

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 1087 - IEC Journeyman Electrical Apprenticeship 4-2 (3)

This course is the final course in an eight course sequence that is designed to train the electrical apprentice from novice to journeyman proficiency. This course is a recap of residential, commercial, and industrial applications. It also includes fire alarms, and voice/data/video applications. This course aligns with the Independent Electrical Contractors (IEC) Electrical Apprenticeship Program, Fourth Year Second Semester.

Prerequisite: ELTR 1077.

ELTR 1090 - Commercial Wiring II (3)

This course is a continuation of the study in commercial wiring practices and procedures. Topics include: conduit installation and system design concepts.

ELTR 1110 - Electric Motors (4)

Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

ELTR 1120 - Variable Speed Low Voltage Controls (2)

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 (4)

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 (3)

Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

ELTR 1210 - Residential Wiring II (3)

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.

ELTR 1220 - Industrial PLC's (4)

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

ELTR 1250 - Diagnostic Troubleshooting (2)

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

ELTR 1260 - Transformers (3)

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

ELTR 1270 - National Electrical Code Industrial Applications (3)

Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.

ELTR 1500 - Electrical Systems Technology Internship/Practicum (3)

This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

ELTR 1510 - Electrical Worker (3)

Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tolls on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

ELTR 1520 - Grounding and Bonding (2)

Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include: branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

ELTR 1525 - Photovoltaic Systems (5)

This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

ELTR 1530 - Conduit Sizing (2)

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.

Prerequisite: Program Admission.

ELTR 1540 - Wire Pulling and Codes (3)

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.

EMET- Electromechanical Engineering Technology

EMET 2900 - Capstone Project (3)

This course will require students to undertake either an individual or team project, by applying knowledge acquired in classroom/lab activities in program and core courses. the student will create a device, process or system using the knowledge and skill developed in the EMET program. The project activities includes conceptualization, detailed design and planning, project assembly/fabrication, testing/debugging, cost and budget considerations, quality considerations, safety and project presentation/documentation.

Prerequisite: Program Instructor Approval.

EMPL - Job Acquisition Skills

EMPL 1000 - Interpersonal Relations and Professional Development (2)

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

EMSP - Emergency Medical Services Professions

EMSP 1010 - Emergency Medical Responder (4)

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS),

and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Bloodborne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

Prerequisite: Program Admission.

EMSP 1110 - Introduction to the EMT Profession (3)

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

Prerequisite: Program Admission.

EMSP 1160 - Clinical and Practical Applications for the EMT (1)

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

Prerequisite: Program Admission.

EMSP 1530 - Clinical Applications for the AEMT (1)

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

Prerequisite: Program Admission.

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology (3)

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices;

Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

Prerequisite: Program Admission.

EMSP 1130 - Medical Emergencies for the EMT (3)

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

Prerequisite: Program Admission.

EMSP 1140 - Special Patient Populations (3)

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

Prerequisite: Program Admission.

EMSP 1150 - Shock and Trauma for the EMT (3)

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

Prerequisite: Program Admission.

EMSP 1510 - Advanced Concepts for the AEMT (3)

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

Prerequisite: Program Admission.

EMSP 1520 - Advanced Patient Care for the AEMT (3)

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology;

Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.

Prerequisite: Program Admission.

EMSP 1540 - Clinical and Practical Applications for the AEMT (3)

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

Prerequisite: Program Admission.

EMSP 2110 - Foundations of Paramedicine (3)

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

Prerequisite: Program Admission.

EMSP 2120 - Applications of Pathophysiology for Paramedics (3)

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

Prerequisite: Program Admission.

EMSP 2130 - Advanced Resuscitative Skills for Paramedics (3)

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

Prerequisite: Program Admission.

EMSP 2140 - Advanced Cardiovascular Concepts (4)

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

Prerequisite: Program Admission.

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care (3)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

Prerequisite: Program Admission.

EMSP 2320 - Therapeutic Modalities of Medical Care (5)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

Prerequisite: Program Admission.

EMSP 2330 - Therapeutic Modalities of Trauma Care (4)

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

Prerequisite: Program Admission.

EMSP 2340 - Therapeutic Modalities for Special Patient Populations (4)

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

Prerequisite: Program Admission.

EMSP 2510 - Clinical Applications for the Paramedic - I (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Prerequisite: Program Admission.

EMSP 2520 - Clinical Applications for the Paramedic - II (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Prerequisite: Program Admission.

EMSP 2530 - Clinical Applications for the Paramedic - III (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Prerequisite: Program Admission.

EMSP 2540 - Clinical Applications for the Paramedic - IV (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2550 - Clinical Applications for the Paramedic - V (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2560 - Clinical Applications for the Paramedic - VI (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Prerequisite: Program Admission.

EMSP 2570 - Clinical Applications for the Paramedic - VII (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

Prerequisite: Program Admission.

EMSP 2710 - Field Internship for the Paramedic (2)

Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

EMSP 2720 - Practical Applications for the Paramedic (3)

Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

Prerequisite: Program Admission.

EMYT - Emergency Management

EMYT 1124 - Principles of Emergency Manage (3)

Principles of Emergency Management is intended to provide information that will enable persons entering the emergency management profession or expanding their roles to work with emergency management issues. The primary purpose of this course is to provide an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together in a system of resources and capabilities. Emphasis is placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. Specific topics covered include emergency management roles and responsibilities; the all-hazard emergency management process; and the social, political and economic implications of a disaster.

ENGL - English

ENGL 0090 - Learning Support English (3)

This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module. This course is a corequisite Learning Support course. It must be taken during the same semester as the required program English course, ENGL 1010, Fundamentals of English I, or ENGL 1101, Composition and Rhetoric. Students who drop or withdraw from one of these courses must also drop or withdraw from the corequisite.

Prerequisite: Appropriate placement test score in Reading and Writing (Sentence Skills). Corequisite: ENGL 1010 or ENGL 1101 for programs requiring English.

ENGL 1010 - Fundamentals of English I (3)

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.

Prerequisite: ENGL 0988 or appropriate placement test score in Reading and Writing (Sentence Skills). Corequisite: ENGL 0090 or program ready placement test score in Reading and Writing (Sentence Skills).

ENGL 1012 - Fundamentals of English II (3)

Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.

Prerequisite: ENGL 1010.

ENGL 1101 - Composition and Rhetoric (3)

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading

and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Prerequisite: ENGL 0988 or appropriate placement test score in Reading and Writing (Sentence Skills). Corequisite: ENGL 0090 or program ready placement test score in Reading and Writing (Sentence Skills).

ENGL 1102 - Literature and Composition (3)

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.

Prerequisite: ENGL 1101 with a C or better.

ENGL 1105 - Workplace and Technical Communication (3)

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

Prerequisite: ENGL 1101 with a C or better.

ENGL 2110 - World Literature (3)

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

Prerequisite: ENGL 1101 with a "C" or better.

ENGL 2130 - American Literature (3)

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.

Prerequisite: ENGL 1101 with a "C" or better.

ENGL 2310 - English Literature-Begin/1700 (3)

This course presents a survey of important works in early English literature. Course content includes a variety of literary genres: poetry, drama, fiction and nonfiction. Writers typically include the Beowulf poet, Gawain poet, Chaucer, Spenser, Sidney, Marlowe, Donne, Jonson, Shakespear, and Milton. The course emphasizes English literature as a reflection of culture and ideas. Competency areas include literature and culture; essential themes and ideas; literature and history; research and writing skills; and oral communication skills.

Prerequisite: ENGL 1101 with a "C" or better.

ENGT - Engineering Technology

ENGT 1000 - Introduction to Engineering Technology (3)

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 2500 - Engineering Internship (3)

This course provides students the opportunity to build on the knowledge and skills gained during their engineering technology studies, either through the completion of a capstone project directed by engineering technology faculty or through an off-site internship. Students will take part in professional experiences such as the design, execution, and presentation of engineering technology projects, and the application of engineering technology skills during off-site projects with employers. These experiences will also better prepare students for entry into the workforce through the development of a portfolio of work and through the creation of a network of engineering technology professionals.

Prerequisite: Program Director Approval.

FLPD- Flooring Production

FLPD 1000 - Introduction to the Flooring Industry (3)

This course introduces students to the flooring industry and provides a brief overview of the history of the flooring industry with a high-level overview of each process involved in the manufacturing of flooring. Extrusion, Cabling, Creeling, Tufting and Finishing processes are discussed and observed.

Prerequisite: Program Admission.

FLPD 1010 - Flooring Production Operator (5)

This course provides hands-on development of operational skills in flooring manufacturing. Emphasis is placed on the understanding and application of basic operator skills in safety, Extrusion, Cabling/Twisting, Creeling, and Tufting within a laboratory setting while utilizing common flooring manufacturing equipment.

Prerequisite: Program Admission.

FLPD 1020 - Flooring Production Technician (3)

This course introduces textile machine set-up with an emphasis on industrial maintenance techniques for production equipment. Topics on tufting, winding, and twisting machines include, but are not limited to: Machine safety, Machine components, lubrication, style changes, needle bar, needle plates, bedrails, machine timing, mending gun, reading schematics, pneumatic cylinders, troubleshooting, twisting, motor, gearbox, creel hysteresis, belts, and brakes.

Prerequisite: AMFT 1000; AMFT 1200; AMFT 1500; FLPD 1000; FLPD 1010.

FOSC - Forensics

FOSC 1206 - Introduction to Forensic Science (3)

This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

Prerequisite: Program Admission.

FOSC 2010 - Crime Scene Investigation I (4)

A study of the methods and techniques of scientific crime scene investigation and analysis using principles from biology, chemistry, and physics to document, recognize, preserve and collect physical evidence. Topics covered include video recording, photography, sketching, and searching of crime scenes along with proper collection and preservation methods.

FOSC 2011 - Crime Scene Investigation II (4)

Designed to follow Crime Scene Investigation I, this course focuses on the specialized scene techniques needed to investigate, analyze, process and reconstruct crime scenes. Topics will include presumptive testing, enhancement reagents, special scene techniques, bloodstain pattern analysis, shooting reconstruction, pattern recognition and crime scene reconstruction.

FOSC 2014 - Documentation and Report Preparation (4)

The effectiveness of quality notes, reports and accurate documentation in the investigative process are explained and performed. Preparation of a report, chain of custody documents and other forms with proper content, mechanics, elements and format will also be explained and performed. Topics include field or bench notes, documentation of observations, factual report writing, property and evidence reports, business letters, memorandums, proper grammar, proper sentence structure and characteristics essential to quality report writing and document preparation.

FOSC 2033 - Death Investigation (3)

This course examines the fundamentals of a medicolegal death investigation, the operation of death investigation system and the role of the death investigator. Procedures required to assist the medical examiner/ coroner in determining the deceased persons cause and manner of death are discussed. Additional topics include autopsy technique, sudden and unexpected death, natural death, specific wound and injury characteristics, and child death.

FOSC 2037 - Victimology (3)

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.

Prerequisite: Program Admission.

FOSC 2150 - Case Preparation and Courtroom Testimony (4)

Examines the case file preparation, admissibility of evidence rulings, the criminal trial process, courtroom demeanor, and direct and cross examination techniques for courtroom testimony. Skills are performed in a mock courtroom setting by the students. Topics include fact and expert witnesses, pertinent case law, property and evidence reports, investigative and laboratory reports, preparation of the witness, witness credibility and proper courtroom appearance and demeanor.

GRBT - Green Building Technology

GRBT 1001 - Introduction to Green Building (4)

This course covers the fundamentals of Green Building Technology in the construction field. Topics to include: Energy Star Ratings, Resource Efficient Design and Materials, Waste management, Air Quality and Site Planning.

GRBT 1003 - Energy Measures and Efficiency (4)

This course covers ways to make a home more energy efficient. Topics to include: Required air sealing measures, additional sealing measures, air leakage testing, required insulation and installation, windows, duct work and duct blower testing.

GRBT 1004 - Energy Efficient Mechanical Systems (4)

This course focuses on making the mechanical systems of a home energy efficient. Topics to include: Energy efficient appliances and lighting, heating and cooling equipment, water supply and fixtures, and outdoor water systems.

GRBT 1005 - Green Building Construction Techniques (4)

This course focuses on applying theoretical green building into residential construction. Topics to include: Site planning, Insulation of a foundation, using green building materials, special insulation techniques, replacing old windows and doors with energy efficient models and keeping a clean and environmentally friendly job site.

HIMT - Health Information Technology

HIMT 1100 - Introduction to Health Information Technology (3)

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).

Prerequisite: Program Admission.

HIMT 1150 - Computer Applications in Healthcare (3)

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

HIMT 1200 - Legal Aspects of Healthcare (3)

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.

Prerequisite: Program Admission.

HIMT 1250 - Health Record Content and Structure (2)

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

HIMT 1350 - Pharmacotherapy (2)

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

HIMT 1400 - Coding and Classification - ICD Basic (4)

This course provides the student an introduction to Medical Coding Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

Corequisite: HIMT 1350.

HIMT 1410 - Coding and Classification - ICD Advanced (3)

This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

Prerequisite: HIMT 1400.

HIMT 2150 - Healthcare Statistics (3)

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

Prerequisite: Appropriate algebra placement test score. Corequisite: HIMT 2200.

HIMT 2200 - Performance Improvement (3)

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal governments role in health care and accreditation requirements of various agencies.

HIMT 2300 - Healthcare Management (3)

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

HIMT 2400 - Coding and Classification - CPT/HCPCS (3)

This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

HIMT 2410 - Revenue Cycle Management (3)

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

HIMT 2460 - Health Information Technology Practicum (3)

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.

Prerequisite: HIMT 1200 HIMT 1250.

HIMT 2500 - Certification Seminar (4)

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

HIST - History

HIST 1111 - World History I (3)

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

HIST 1112 - World History II (3)

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

HIST 2111 - U.S. History I (3)

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.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

HIST 2112 - U.S. History II (3)

Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

HORT - Horticulture Science

HORT 1000 - Horticulture Science (3)

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

HORT 1010 - Woody Ornamental Plant Identification (3)

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.

Prerequisite: Program Admission.

HORT 1020 - Herbaceous Plant Identification (3)

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.

Prerequisite: Program Admission.

HORT 1030 - Greenhouse Management (4)

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

HORT 1040 - Landscape Installation (3)

This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

HORT 1041 - Landscape Construction (4)

This course develops fundamental skills in landscape construction with an emphasis on landscape grading, drainage, retaining walls, and pavements. Topics include workplace safety, site preparation, project layout, construction methods, sequencing, and managerial functions.

HORT 1050 - Nursery Production and Management (4)

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

HORT 1060 - Landscape Design (4)

Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

HORT 1070 - Landscape Installation (4)

This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf, and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.

HORT 1080 - Pest Management (3)

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

HORT 1120 - Landscape Management (4)

This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

HORT 1140 - Horticulture Business Management (3)

This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

HORT 1150 - Environmental Horticulture Internship (3)

This internship/practicum allows the student to become involved in an actual job placement or practicum experience. Environmental horticulture applications that require practice and follow through are emphasized. Topics include: work ethics, skills, and attitudes; demands within the horticulture industry; horticultural business management; and labor supervision.

Prerequisite: Program Instructor Approval.

HORT 1160 - Landscape Contracting (3)

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 1200 - Arboriculture Science (4)

Introduces the fundamentals of tree management, establishment and assessment as a career field in the urban forestry environment. Topics include: tree structure and function, tree identification and selection, installation and establishment, tree management, trees and construction and tree worker safety.

HORT 1250 - Plant Production and Propagation (4)

This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and

scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting,and budding, tissue culture),and propagation facilities construction.

Prerequisite: HORT 1030 HORT 1050.

HORT 1310 - Irrigation and Water Management (4)

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

HORT 1330 - Turfgrass Management (4)

A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds: and estimating costs on management practices

HORT 1410 - Soils (3)

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.

Prerequisite: Program Admission.

HORT 1420 - Golf Course Design Construction and Management (3)

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 (4)

This course familiarizes students with approaches to garden and small outdoor space design. Students will examine various approaches to color and design theory relevant to designing gardens and outdoor spaces. Topics include history of design, landscape design principles and elements, sketching and drawing skills, design analysis, garden design styles, plant material selection and the development of a garden planting plan.

HORT 1440 - Landscape Grading and Drainage (4)

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 (4)

Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

Prerequisite: Program Admission.

HORT 1560 - Computer-Aided Landscape Design (4)

Introduces computer aided landscape design techniques and used in landscape design projects. Emphasis is placed on practical application of landscape design processes through use of computer applications. Topics include: software commands; scale and layers operations; and drawing and design.

HORT 1680 - Woody Plant Identification II (3)

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.

Prerequisite: HORT 1010.

HORT 1690 - Horticulture Spanish (3)

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 1700 - Large Equipment Operation (3)

This course will allow students to gain significant experience in the safe operation of horticulture equipment. Students will gain experience in the operation of tractors and attachments, skid-steer equipment, trenchers, landscape maintenance equipment and any other equipment relevant to the landscape industry. The course will combine lectures, demonstrations and lab activities on equipment use, operation and safety in the field.

Prerequisite: Program Admission.

HORT 1720 - Introductory Floral Design (4)

This course introduces the basic concepts and practices of floral design. Topics include: introduction to floral design; principles and elements of design used in floral compositions; identification of commonly used floral materials; conditioning and storing cut flowers; mechanics and supplies of flower arranging; construction of basic geometric designs; and corsage construction.

HORT 1730 - Advanced Floral Design (4)

Advanced floral design theory; techniques and skills which enhances students' ability to design with cut and dried floral materials with emphasis on party, wedding, sympathy and high-style floral designs.

Prerequisite: HORT 1720.

HORT 1750 - Interiorscaping (4)

This course develops students' skills in designing, installing, and maintaining interior plantings. Topics include: an industry overview, environmental requirements, nutrient requirements, maintenance practices, plant disorders, and designs and installations.

HORT 1800 - Urban Landscape Issues (3)

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 2249 - Flower Shop Management (3)

Introduces the student to the development and operational procedures of a floral business. Emphasis will be on both traditional and high style design as a business. Topics include: overview of the floral industry and starting a floral business.

HORT 2500 - Specialty Landscape Construction (4)

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.

HUMN - Humanities

HUMN 1101 - Introduction to Humanities (3)

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.

Prerequisite: ENGL 1101.

ICET - Instrumentation and Process Measurement

ICET 2040 - Fundamentals of Pressure, Temperature, Flow, and Level (5)

An introduction to the concepts of pressure, level, flow, and temperature calculations and conversions; operating principles of indicators, recorders, transmitters, and transducers. Measure pressure, level, flow, and temperature using various indicators and recorders. Develop troubleshooting techniques for various devices.

ICET 2060 - Instrumentation Maintenance and Calibration (5)

This course introduces methodology into maintenance procedures for various process control systems that will include preventive and predictive methodologies. This course also provides an in-depth study of calibration theory, procedures, and techniques using diverse associated test equipment.

Prerequisite: ICET 2040.

ICET 2080 - Final Control Elements (4)

This course includes principles of operation, calibration, servicing, troubleshooting, repair and replacement of actuators/control valves.

Prerequisite: IDSY 2800.

IDFC - Industrial Fundamental Courses

IDFC 1000 - Principles of Electricity I (4)

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 1005 - Principles of Electricity II (5)

This course introduces the theory and application of varying sine wave voltages and current and solid state devices. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, basic transformers, an introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

IDFC 1007 - Industrial Safety Procedures (2)

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA

regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IDFC 1011 - Direct Current I (3)

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IDFC 1012 - Alternating Current I (3)

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 - Industrial Systems Technology

IDSY 1005 - Introduction to Mechatronics (4)

This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

IDSY 1011 - Industrial Comput Applications (3)

Provides a foundation in industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communication platforms.

IDSY 1020 - Print Reading and Problem Solving (3)

This course introduces practical problem solving techniques as practiced in an industrial setting. Topics include: analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading and engineering specifications and applying a systematic approach to solving the problem.

Prerequisite: Program Admission.

IDSY 1100 - Basic Circuit Analysis (5)

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

IDSY 1101 - DC Circuit Analysis (3)

This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IDSY 1105 - AC Circuit Analysis (3)

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

IDSY 1110 - Industrial Motor Controls I (4)

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1120 - Basic Industrial PLCs (4)

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130 - Industrial Wiring (4)

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1150 - DC and AC Motors (3)

Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

IDSY 1160 - Mechanical Laws and Principles (4)

Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

IDSY 1170 - Industrial Mechanics (4)

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

IDSY 1180 - Magnetic Starters and Braking (3)

Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

IDSY 1190 - Fluid Power Systems (4)

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

IDSY 1195 - Pumps and Piping Systems (3)

This course provides instruction in the fundamentals concepts of industrial pumps and piping systems. Topics include: pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

IDSY 1210 - Industrial Motor Controls II (4)

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220 - Intermediate Industrial PLCs (4)

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

IDSY 1230 - Industrial Instrumentation (4)

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

IDSY 1240 - Maintenance for Reliability (4)

Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

IDSY 1260 - Machine Tool for Industrial Repairs (4)

Provides Industrial Mechanics the basic machine shop skills to perform common mechanical repairs such as: repair of scored pump shafts, motor shafts, conveyor shafts or valve stems; repair or fabrication of support brackets; fabrication of simple shaped (cylindrical or rectangular) parts; making or repairing keyseats and keys.

IDSY 1310 - Industrial Systems Review (3)

Provides an instructional review of the Industrial Maintenance Technology course of study with a comprehensive assessment of each area. The assessment will consist of a written, identification, and hands-on examination. Topics include: direct current, alternating current, industrial wiring, AC-DC motors, motor controls, industrial hydraulics, industrial pneumatics, industrial mechanics, welding, safety, and programmable logic controllers.

IDSY 2700 - Advanced PLC's I (4)

Provides for hands-on development of operational skills in Programming/Troubleshooting industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLCs) in an industrial setting. This course includes advanced skills techniques the students can apply to actual control applications in an industrial environment.

IDSY 2730 - Advanced PLC's II (4)

Provides hands-on development of operational skills in Programming and set-up for industrial control and process systems. Emphasis is placed on logically thinking through a system process and applying the skills taught in previous PLC classes to solve complex control issues. This course places emphasis on analog controls and advanced process control.

IDSY 2750 - Human Machine Interface (4)

Provides hand-on development of Programming skills for industrial HMI components used automated industrial systems. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLCs) in an industrial setting. This course includes advanced skills and techniques the student can apply to HMI applications in an industrial environment.

IDSY 2800 - Advanced Process Control (4)

Teaches advanced process control skills to include Process control drawings, PID control, advanced loops and tuning, Process controllers, DCS systems, and SCADA systems. The student will be introduced to the fundamentals, devices and methods use in todays advanced process systems.

IDSY 2830 - Networking Industrial Equipment (4)

Provides communication and networking skills needed for cabling and connection to PLC/HMI Devices.

IDSY 2850 - Industrial Graphical Communication (4)

Provides hands on experience in the development and implementation of graphical computer based HMI (Human-Machine Interfaces) for control of automated machines and industrial manufacturing systems. This course is built on the users knowledge/familiarity of programmable logic controls (PLCs) and demonstrates the capabilities and economic impact of PC based controls systems. The manufacturing industrys demand for low cost automated solutions has pushed the desktop PC into the plant floor. Areas such as front end creation, I/O assignments and communications, alarming, and acknowledgement, data trending and more are covered and explored throughout the course.

LACT - Lactation Consultant

LACT 1101 - Introduction to Breastfeeding and Lactation Concepts (4)

This course provides an overview of breastfeeding concepts from the perspective of the mother, newborn, and family. Topics include: the history of breastfeeding; lactation management evolvement; cultural aspects of breastfeeding; and nutritional benefits. In addition, basic counseling strategies are introduced.

Prerequisite: Program Admission. Corequisite: LACT 1102 LACT 1110.

LACT 1102 - Fundamentals of Breastfeeding (4)

This course introduces the areas of assessment, documentation, patient education, and use of devices. Focus is placed on the breastfeeding mother/baby dyad. Assessment skills addressed include latching, milk transfer, milk supply, and feeding cues. Correct documentation and patient education are discussed with the goal of meeting required standards. Use of devices that aid in breastfeeding are also introduced.

Prerequisite: Program Admission. Corequisite: LACT 1101 LACT 1110.

LACT 1103 - Breastfeeding and Lactation I (4)

This course provides instruction in the basic concepts of breastfeeding. Topics include: promotion of breastfeeding practices; prevention and management of risks to breastfeeding; common breastfeeding problems such as engorgement, ore nipple, plugged ducts, and mastitis. Tandem nursing and breastfeeding multiples is also discussed.

Prerequisite: LACT 1101 LACT 1102 LACT 1110. Corequisite: LACT 1104 LACT 1111.

LACT 1104 - Mother/Baby Aspects of Lactation I (4)

This course discusses more advanced concepts of breastfeeding as it affects the mother/baby dyad and family. Topics include: use of potentially harmful meds and drugs; complementary therapies; follow-up and resources; SIDS; SUIDS; traumatic birth; prematurity; small or large gestational age; management for breastfeeding the neurologically or physical compromised infant.

Prerequisite: LACT 1101 LACT 1102 LACT 1110. Corequisite: LACT 1103 LACT 1111.

LACT 1105 - Breastfeeding & Lactation II (4)

This course covers the concepts of ethical professional practices, and responsibilities as a lactation practitioner. Topics include lifestyle issues and their effects; mothers and infants with chronic medical conditions; the adolescent parent; peripartum mood disorders; induction or re-lactation; the family with HIV; behavior changes; research and policy; and the professional aspects of becoming an IBCLC.

Prerequisite: Program Admission LACT 1103 LACT 1104 LACT 1111. Corequisite: LACT 1106 LACT 1112.

LACT 1106 - Mother/Baby Aspects of Lactation II (4)

This course covers the concepts of breastfeeding in various settings; including public health agencies, community hospitals, physicians offices, and other clinics; utilizing evidence based practice. The course will include calculations of infant nutritional needs, assessment and implementation of breastfeeding for a physically or neurologically compromised infant; such as disorganized or ineffective suck, Ankyloglossia, cleft lip or palate, Pierre Robin syndrome or Down syndrome. Development of resources and classes are part of the curriculum.

Prerequisite: Program Admission LACT 1103 LACT 1104 LACT 1111. Corequisite: LACT 1105 LACT 1112.

LACT 1110 - Lactation Practicum I (4)

This course provides clinical experience through practice of lactation management in various health care settings. Students are given an introduction to research, counseling, assessment, and documentation skills through clinical practice under the supervision of International Board Certified Lactation Consultants (IBCLC). The student may work with Nurse Practitioners, Physicians and breastfeeding peer counselors under the direct supervision of an IBCLC. The student must have 100 hours of clinical practice in this semester. Observation hours may NOT be used for Pathway 2 requirements for IBLCE.

Prerequisite: Program Admission . Corequisite: LACT 1101 LACT 1102.

LACT 1111 - Lactation Practicum II (4)

This clinical experience guides the student through pre and post-partum management of lactation in doctors offices, clinics and hospitals. Students will use research, counseling, assessment, and documentation skills through clinical practice under the supervision of International Board Certified Lactation Consultants (IBCLC). Students will work with the pregnant woman in education and assessment skills for prenatal breast exam and lactation history. The students will assist the breastfeeding dyad with positive breastfeeding clinical practices through education and counseling; to include teaching a breastfeeding class. Students will assist with and evaluate feedings based on learned criteria. Students will also demonstrate correct documentation of lactation history and assessments. The student may work with Nurse Practitioners, Physicians and breastfeeding peer counselors under the direct supervision of an IBCLC. The student must have 100 hours of clinical practice in this semester. Observation hours may NOT be used for Pathway 2 requirements for IBLCE.

Prerequisite: Program Admission LACT 1101 LACT 1102 LACT 1110. Corequisite: LACT 1103 LACT 1104.

LACT 1112 - Lactation Practicum III (4)

This clinical experience focuses on public health resources as well as continuation of practice in clinics, hospitals, private practice lactation offices, doctors offices and community sources. Students will use research, counseling, assessment, and documentation skills through clinical practice under the supervision of International Board Certified Lactation Consultants (IBCLC). In this practicum students will continue working with the pre-natal mother, and the breastfeeding dyad after birth. Students will utilize public health and community resources, including peer group counselors and private practice lactation consultants. Student will continue to demonstrate required lactation management skills, including documenting lactation histories, and conducting assessments of milk transfer and baby nutritional needs. Students will develop and teach prenatal breastfeeding classes as well as work with postpartum education and assessment. Students will work with the pregnant woman in education and assessment skills for prenatal breast exam and lactation history. The students will assist the breastfeeding dyad with positive breastfeeding clinical practices through education and counseling. Students will assist with and evaluate feedings based on learned criteria. Students will also demonstrate correct documentation of lactation history and assessments. The student may work with Nurse Practitioners, Physicians and breastfeeding peer counselors under the direct supervision of an IBCLC. The student must have 100 hours of clinical practice in this semester. Observation hours may NOT be used for Pathway 2 requirements for IBLCE.

Prerequisite: Program Admission, LACT 1103, LACT 1104, LACT 1111. Corequisite: LACT 1105, LACT 1106.

LETA - Law Enforcement Training Academy

LETA 1010 - Health & Life Safety for Basic Law Enforcement (2)

Introduces students of the Basic Law Enforcement Academy to emergency care or first aid, cardiopulmonary resuscitation, universal precautions, interpersonal communications, as well as concepts related to mental health, mental retardation and substance abuse. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1012 - Ethics and Liability for Basic Law Enforcement (2)

This course for students of the Basic Law Enforcement Academy examines the ethical issues and areas of liability confronted by law enforcement personnel. Included in this course are the following topics: ethics and professionalism, peace officer liability. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1014 - Firearms Training for Basic Law Enforcement (4)

This course provides the student of the Basic Law Enforcement Academy with an understanding of terminology, legal requirements, liability, safety considerations, tactics, procedures, firearms nomenclature, fundamentals of marksmanship, fundamental simulation in the use of deadly force and the opportunity to demonstrate proficiency in marksmanship. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1016 - Emergency Vehicle Operations for Basic Law Enforcement (4)

This course provides the student of the Basic Law Enforcement Academy with an understanding of appropriate driving actions, terminology, local responsibility, specific statutes, and safety considerations as well as demonstrate proficiency in the operation of an emergency vehicle. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1018 - Defensive Tactics for Basic Law Enforcement (2)

This course provides students of the Basic Law Enforcement Academy with an understanding of terminology, human anatomy, legal requirements, liability, safety, tactics, physical fitness, and demonstrate proper procedures for fitness and specific techniques to arrest, search, control and restrain a person. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1020 - Police Patrol Operations for Basic Law Enforcement (4)

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1022 - Methods of Criminal Investigation for Basic Law Enforcement (4)

Course Description This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement (4)

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1026 - Criminal Procedure for Basic Law Enforcement (4)

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1028 - Police Traffic Control and Investigation for Basic Law Enforcement (3)

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement (3)

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement (3)

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 1034 - Constitutional Law for Criminal Justice for Basic Law Enforcement (3)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

LETA 2000 - First Responder for Law Enforcement (3)

The First Responders course is designed for the Certified Law Enforcement Officer to meet or exceed the requirements for the Peace Officer Standards and Training Counsels requirements for Intermediate Law Enforcement Certification. The course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS). Major areas of instruction include Introductory Medical Terminology and Anatomy & Physiology; Responder Safety; Incident Command; Blood-borne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). Topics include: Preparatory; Anatomy and Physiology; Pathophysiology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; and Integration of Patient Assessment and Management.

LETA 2010 - Advanced Criminal Procedure (3)

This course offers an in-depth look at the application of the procedural requirements of the US Criminal Justice System as mandated by the US Constitution, State Constitutions, plus the Federal and State Rules of Criminal Procedure. The course will familiarize students with the major constitutional cases and issues in the area of criminal procedure. Students will gain an understanding of the criminal process and the major cases associated with formalizing that process, as well as the ability to critically analyze the major issues associated with criminal procedure. The course discusses and examines the limits which the U.S. Constitution sets on police officers and other governmental agents as they gather evidence and prosecute criminal cases. The Fourth, Fifth, and Sixth Amendment safeguards of the US Constitution are emphasized, with a particular focus upon the purposes of Arrest Law, the law of Warrants, Search and Seizure, the Exclusionary rule, Trial procedures, and other process remedies.

LETA 2030 - Advanced Traffic Law (2)

In this course, students will become familiar with Georgia's traffic laws and ordinances, including those related to operator licensing, vehicle registration and equipment violations The student will identify background and underlying principles of the traffic law enforcement effort; describe the legal requirement which govern and control the making and enforcement of criminal laws and traffic laws in particular; explain the procedures to maximize the individual officers personal safety during a stop, particularly in criminal situation; explain the factors which influence the officer and violator during their face to face contact; explain the importance of meeting the objectives of the traffic program, i.e. reduction of traffic fatalities and prosecution of traffic offenses; and identify the various enforcement activities that lead to achieving an effective traffic program.

Prerequisite: Program Admission.

LETA 2060 - Report Writing (3)

The instructional goal for Advanced Report Writing is to provide the student with a chance to review the principles of effective report writing and improve upon the students current report writing skills by enhancing their content, structure, and grammar skills. Students will gain practical knowledge and skills by performing and achieving improved writing ability.

LETA 2100 - Health, Wellness and Stress Management (2)

This course is designed to give students an understanding of basic health concepts related to the ability to perform law enforcement job tasks and to maintain a high level of health and wellness. The course will familiarize the student with the concepts of nutrition required to maintain a healthy lifestyle. The student will be aware of the causes and effects of stress in the lives of police officers as well as how to develop personal strategies for positive stress management. The course will discuss what happens physically and psychologically when an individual is confronted with survival and critical incident stress. The course will offer students an increased awareness of the signs and symptoms of suicide and substance abuse in law enforcement. The course will further familiarize students with strategies to assist a coworker withthe problem of substance abuse or a coworker contemplating suicide.

LETA 2110 - Verbal Judo (2)

The course as developed by Dr. George Thompson Ph.D., familiarizes the student with a set of communication principles and tactics that when properly applied generate cooperation and subsequently voluntary compliance in others under stressful conditions. The goals of the course are to increase officer safety, morale, court power and professionalism while decreasing liability and personal stress.

LETA 2140 - Officer Survival I (2)

This course is designed to provide training in the dynamics of a dangerous and/or armed encounters; it combines crucial elements to enhance officer safety & confidence during hazardous confrontations. Students will receive training in combat firearms skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches, mindset & fear management training, improving verbal tactics, non-violent postures and de-escalation strategies, counter ambush tools, weapon retention tactics, ground fighting and combative conditioning.

LETA 2150 - Specialized Patrol Techniques (2)

This course provides the law enforcement officer with a working knowledge of emerging concepts in patrol operations as well as a strategic based understanding of the application of traditional patrol programs. Students will gain an understanding of future trends in patrol services to include strategic and tactical use of the operational cycle in intelligence driven patrol operations. The course will familiarize the student with the usage of various patrol techniques including those of STEP programs, DUI units, Crime Suppression Units and Special Operations Patrol Units as part of an overall agency strategy.

Prerequisite: Program Admission.

LETA 2160 - Advanced Firearms (2)

This course will provide certified law enforcement professionals with up to date instruction in the terminology, legal issues, liability, safety considerations, firearms nomenclature, fundamentals of marksmanship, scenarios involving deadly force encounters, and the ability to demonstrate an advanced level of skill by completing a dynamic course of fire that requires the use of excessive movements, decision making skills under stress and completion within time constraints.

Prerequisite: Program Admission.

LETA 2170 - Search Warrants and Affidavits (2)

This course is designed to improve the knowledge and skill level of law enforcement in their proper and ethical preparation and execution of search warrants in Georgia. The course will cover statutory and case law updates; knowledge, experience and training of affiant preparation; affidavit and search warrant writing; special clauses and exception writing; and cover specific search topics such as electronic and digital evidence requirements.

Prerequisite: Program Admission.

LETA 2180 - Interviews and Interrogations (3)

This course provides the student with an understanding of the fundamentals necessary to conduct a proper and legal interview and/or interrogation, which is an essential part of a law enforcement officers duties. Topics include distinguishing between an interview and an interrogation; the legal aspects involved, including current case law; preparing for the interview or interrogation; behavioral symptoms exhibited by a subject who is being interviewed or interrogated; the types of questions and statements involved in a legal interview or interrogation; and the various forms of communication.

Prerequisite: Program Admission.

LETA 2200 - Crime Scene Processing (1)

This course provides the student with a general working knowledge of crime scene processing. Topics will include an overview of crime scene processing, as well as basic investigative procedures, case law, searching for and collecting evidence, sketching the crime scene, and photography. This course will provide the student with a better understanding of managing and processing basic crime scenes.

Prerequisite: Program Admission.

LOGI - Logistics

LOGI 1000 - Business Logistics (3)

Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.

Prerequisite: Program Admission.

LOGI 1010 - Purchasing (3)

Provides a general knowledge of purchasing for todays Supply Chains. The student will be introduced to Cross-functional teaming, Purchasing and Supply Performance, Supplier Integration into new Product Development, Supplier Development, Strategic Cost Management and Total Ownership Cost (TOC), and many other topics. This course along with other Supply Chain based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.

LOGI 1020 - Materials Management (3)

This course will introduce students to materials Management by learning the planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the students knowledge of supply chains and how effective material management improves supply chain performance.

LOGI 1030 - Product Lifecycle Management (3)

The core of product lifecycle management is the creation, preservation and storage of data relating to an organizations products and activities to ensure its available for daily operations. Students will learn that effective product lifecycle management is an essential tool for coping with the demanding global competition and ever-shortening product and component life cycles.

MAST - Medical Assisting

MAST 1010 - Legal and Ethical Concerns in the Medical Office (2)

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.

Prerequisite: Program Admission.

MAST 1030 - Pharmacology in the Medical Office (4)

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; classification of medications; and medication effects on the body systems.

Prerequisite: MATH 1012 Program Admission.

MAST 1060 - Medical Office Procedures (4)

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.

Prerequisite: Program Admission.

MAST 1080 - Medical Assisting Skills I (4)

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

Prerequisite: Program Admission; ALHS 1011; ALHS 1090 .

MAST 1090 - Medical Assisting Skills II (4)

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; applied clinical microbiology; advanced reagent testing (Strep Test, HcG etc); administration of medications; maintenance of medication and immunization records; medical office emergency procedures and emergency preparedness; rehabilitative therapy procedures; principles of radiology safety and nutrition.

Prerequisite: ALHS 1011 ALHS 1090 Program Admission.

MAST 1100 - Medical Insurance Management (2)

Emphasizes essential skills required to file insurance claims within the medical practice. Provides information on types of third party plans, managed care policies and procedures, and insurance coding conventions. Topics include: managed care, reimbursement, and coding.

Prerequisite: ALHS 1011 ALHS 1090 COMP 1000 ENGL 1010 Program Admission.

MAST 1110 - Administrative Practice Management (3)

Emphasizes essential skills required for the medical practice in the areas of computers and application of computers skills, electronic health records, accounting procedures, and practice management software. Topics include: accounting procedures and application software.

Prerequisite: ALHS 1011 ALHS 1090 COMP 1000 ENGL 1010.

MAST 1120 - Human Diseases (3)

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.

Prerequisite: ALHS 1011 ALHS 1090 Program Admission.

MAST 1170 - Medical Assisting Externship (6)

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.

Prerequisite: Program Admission.

MAST 1180 - Medical Assisting Seminar (3)

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.

Prerequisite: Program Admission.

MAST 1510 - Medical Billing and Coding I (2)

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.

Prerequisite: ALHS 1011 ALHS 1090 ENGL 1010.

MAST 1520 - Medical Billing and Coding II (3)

This course is a continuance of MAST 1510 Medical Billing and Coding I . MAST 1520 topics include: medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding including fraud and abuse.

Prerequisite: MAST 1510.

MAST 1530 - Medical Procedural Coding (2)

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physician's Current Procedural Terminology (CPT) manual. Topics include: format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

MATH - Mathematics

MATH 0090 - Learning Support Mathematics (3)

This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module. This course is a co-requisite Learning Support course. It must be taken during the same semester as the next required program Math course: Math 1012, Foundations of Mathematics for Diploma, or Math 0098, Elementary Algebra. Students who drop or withdraw from one of these courses must also drop or withdraw from the co-requisite.

Prerequisite: Appropriate placement test score in Math. Corequisite: Must be taken during the same semester as the next required program Math course: Math 1012 or Math 0098.

MATH 0098 - Elementary Algebra

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.

Prerequisite: None. Corequisite: MATH 0090 or appropriate placement test scores in Arithmetic and Elementary Algebra.

MATH 0099 - Intermediate Algebra

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.

Prerequisite: MATH 0098 or appropriate placement test scores in Arithmetic and Elementary Algebra.

MATH 1011 - Business Math (3)

Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

Prerequisite: MATH 0097 OR Appropriate arithmetic placement test score.

MATH 1012 - Foundations of Mathematics (3)

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.

Prerequisite: None. Corequisite: Math 0090 or program ready placement test score in Arithmetic.

MATH 1013 - Algebraic Concepts (3)

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

Prerequisite: MATH 0098 or program ready placement test scores in Arithmetic and Elementary Algebra.

MATH 1015 - Geometry and Trigonometry (3)

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Prerequisite: MATH 1013 with a "C" or better.

MATH 1017 - Trigonometry (3)

Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

Prerequisite: MATH 1013 with a "C" or better.

MATH 1100 - Quantitative Skills & Reasoning (3)

Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

Prerequisite: Appropriate algebra placement test score.

MATH 1101 - Mathematical Modeling (3)

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.

Prerequisite: Appropriate algebra placement test score.

MATH 1103 - Quantitative Skills and Reasoning (3)

This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

Prerequisite: Appropriate Placement Test Score.

MATH 1111 - College Algebra (3)

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.

Prerequisite: Appropriate placement test score or appropriate learning support exit point.

MATH 1112 - College Trigonometry (3)

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, and complex numbers.

Prerequisite: Regular Admission and MATH 1111 with a "C" or better.

MATH 1113 - Precalculus (3)

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.

Prerequisite: Regular Admission AND MATH 1111 with a "C" or better OR appropriate math placement test score.

MATH 1127 - Introduction to Statistics (3)

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.

Prerequisite: Appropriate algebra placement test score.

MATH 1131 - Calculus I (4)

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.

Prerequisite: Regular Admission AND MATH 1113 with a "C" or better OR appropriate math placement test score.

MCHT - Machine Tool Technology

MCHT 1011 - Introduction to Machine Tool (4)

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

MCHT 1012 - Print Reading for Machine Tool (3)

Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

MCHT 1013 - Machine Tool Math (3)

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

Prerequisite: MATH 0098 OR Appropriate algebra placement test score.

MCHT 1015 - Surface Grinder Operations (2)

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include: surface grinders and surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1017 - Characteristics of Metals/Heat Treatment I (3)

Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles and heat treatment of metals.

MCHT 1020 - Heat Treatment and Surface Grinding (4)

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1030 - Applied Measurement (3)

This course is designed to develop skills necessary for the use and analysis of measurement for Machine Tool Technology and other industrial purposes. Topics include the use of non-precision measuring instruments, use of precision measuring instruments, use of comparison gauges, and analysis of measurements.

MCHT 1060 - Welding for Machine Tool (1)

Introduces basic welding skills necessary for use in machine tool applications. Topics include: arc welding and gas welding.

MCHT 1119 - Lathe Operations I (4)

Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

MCHT 1120 - Mill Operations I (4)

Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

MCHT 1219 - Lathe Operations II (4)

Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

MCHT 1220 - Mill Operations II (4)

Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.

MCHT 1310 - Presswork/Die Maintenance (5)

Introduces industrial press operations and die maintenance techniques to diagnose problems and repair die sections using lathes, mills and surface grinders.

MCHT 1520 - Industrial MachineApplications (3)

Provides an opportunity to perform creative and critical thinking skills needed to fabricate, modify, and maintain complex machine assemblies. Emphasis is placed on bench work, lathe, mill, and grinder operations; tool selection; and sequencing fabrication operations. Topics include: job planning, preparation for machining operations, and machining operations.

MCHT 1530 - Sawing and Drilling (1)

Introduces the basic knowledge and techniques for sawing and drilling machines operation. Topics include: saw selection, blade selection, feed and speeds determination, use of coolants, saw and saw

blade maintenance, sawing operations, drilling setup, determining desired drilling operation from blueprints, and operating drilling machines.

MGMT - Business Management

MGMT 1100 - Principles of Management (3)

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources.   Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce.   Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

MGMT 1105 - Organizational Behavior (3)

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MGMT 1110 - Employment Rules & Regulations (3)

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

MGMT 1115 - Leadership (3)

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MGMT 1120 - Introduction to Business (3)

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MGMT 1125 - Business Ethics (3)

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics

programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

MGMT 1135 - Managerial Accounting and Finance (3)

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

Prerequisite: Program Admission.

MGMT 1310 - Introduction to Quality Assurance (3)

This course will provide an introduction to Six Sigma quality improvement methodology and philosophy designed to reduce product and or service failure rates to near perfection. An emphasis will be made on a disciplined, data driven approach to work toward the elimination of defects across every business area. Course blends theoretical concepts and practical ideas from proven applications of the Six Sigma methodology and will help you understand a methodical approach to problem resolution and problem prevention.

MGMT 1315 - Define and Measure (3)

This course will introduce the student to the first two phases of the Six Sigma process which are define and measure. The material will emphasize the importance of developing a clear definition of the scope of any Six Sigma process and use the SIPOC in determining that scope, as well as the use of certain tools in that process. The course will also illustrate the use of selected tools in the measure phase of the Six Sigma process and the statistical models used in these tools.

MGMT 1320 - Analyze, Improve, Control (3)

This course will provide the necessary tools to develop data analysis techniques for a particular process. It will suggest specific methodologies for improvement utilizing the information derived from determining process capability and will offer specific techniques designed to enable the student to sustain and maintain process improvement solutions.

MGMT 2115 - Human Resource Management (3)

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MGMT 2120 - Labor Management Relations (3)

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The

course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MGMT 2125 - Performance Management (3)

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. . Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

MGMT 2130 - Employee Training and Development (3)

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MGMT 2135 - Management Communication Techniques (3)

Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

MGMT 2140 - Retail Management (3)

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MGMT 2145 - Business Plan Development (3)

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash

flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

MGMT 2150 - Small Business Management (3)

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 2155 - Quality Management Principles (3)

Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.

MGMT 2200 - Production/Operations Management (3)

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

Prerequisite: Program Admission.

MGMT 2205 - Service Sector Management (3)

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MGMT 2210 - Project Management (3)

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MGMT 2215 - Team Project (3)

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.

Prerequisite: Program Admission.

MGMT 2220 - Management Occupation-Based Instructions (3)

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities

through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

Prerequisite: Program Admission.

MKTG - Marketing Management

MKTG 1100 - Principles of Marketing (3)

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

MKTG 1130 - Business Regulations and Compliance (3)

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

MKTG 1160 - Professional Selling (3)

This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

MKTG 1161 - Service Industry Business Environment (2)

This course introduces the learner to the service industry. Topics include: an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

MKTG 1162 - Customer Contact Skills (4)

This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

Prerequisite: MKTG 1161.

MKTG 1163 - Computer Skills for Customer Service (2)

Provides students with th fundamentals of computer skills used in a customer service environment. Topics include: introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases and introduction to E-mail.

Prerequisite: MKTG 1162.

MKTG 1164 - Business Skills for the Customer (2)

Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include: introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tolls for team problem-solving and service improvement.

Prerequisite: MKTG 1163.

MKTG 1165 - Personal Effectiveness in Customer Service (1)

Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include: personal wellness and stress management, positive image, and job interview skills.

Prerequisite: MKTG 1164.

MKTG 1190 - Integrated Marketing Communications (3)

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

MKTG 1210 - Services Marketing (3)

This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.

MKTG 1270 - Visual Merchandising (3)

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 (3)

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 (3)

This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.

MKTG 2000 - Global Marketing (3)

This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.

Prerequisite: MKTG 1100.

MKTG 2010 - Small Business Management (3)

This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

MKTG 2030 - Digital Publishing and Design (3)

This course covers the knowledge and skills required to use design and digital publishing software as well as design and create business publications, collaterals and digital presences. Course work will include course demonstrations, laboratory exercises and projects. Topics include: digital publishing concepts, basic graphic design, publication layout, web page design, and practical digital applications.

Prerequisite: COMP 1000 Program Admission.

MKTG 2060 - Marketing Channels (3)

Emphasizes the design and management of marketing channels. Topics include: role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.

MKTG 2070 - Buying and Merchandising (3)

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 (3)

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 (3)

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.

Prerequisite: MKTG 1100.

MKTG 2160 - Advanced Selling (3)

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.

Prerequisite: MKTG 1160.

MKTG 2180 - Principles of Sports Marketing (3)

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 (6)

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.

Prerequisite: Program Admission.

MKTG 2270 - Retail Operations Management (3)

This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.

MKTG 2280 - Sports Management (3)

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.

Prerequisite: MKTG 1280.

MKTG 2290 - Marketing Internship/Practicum (3)

This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

MKTG 2300 - Marketing Management (3)

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.

Prerequisite: MKTG 1100.

MKTG 2500 - Exploring Social Media (3)

This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment

Prerequisite: Program Admission. Corequisite: MKTG 1100 .

MKTG 2550 - Analyzing Social Media (3)

This course analyzes the application of social media to an integrated marketing communication plan. Topics include technical writing for social media, social media auditing, Social Media ROI, trend analysis, social media analytics, and Customer Experience Management(CEM).

Prerequisite: MKTG 1100. Corequisite: MKTG 2500.

MUSC - Music

MUSC 1101 - Music Appreciation (3)

Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well known works of music. This course encourages student interest in musical arts beyond the classroom.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

NAST - Nursing Assistant

NAST 1100 - Nurse Aide Fundamentals (6)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

Prerequisite: Program Admission.

PED- Pediatric Echocardiography

PEDS 1000 - Pediatric Congenital Echocardiography (4)

This course offers the nationally registered echocardiographers instruction of current imaging guidelines, common congenital heart defects, and surgical interventions. The student will understand normal and abnormal cardiovascular structures by 2-dimensional imaging and correlation of the cross-sectional images with anatomic structures. The student will gain the knowledge to independently perform an entry level complete transthoracic echocardiographic examination with proper use of available ultrasound techniques in patients with congenital heart disease. Emphasis is placed on pediatric and adult congenital imaging techniques, fetal cardiac embryology, cardiac congenital pathology, age appropriate patient care, corrective surgical procedures. Topics include: embryology; acyanotic lesions; cyanotic lesions; common complex congenital heart disease; corrective surgical procedures; syndromes with cardiac involvement; standard and alternative diagnostic imaging techniques.

PEDS 1100 - Pediatric Congenital Echocardiography Clinical I (2)

Provides hands-on experience in performing noninvasive pediatric echocardiograms with emphasis on segmental analysis and development of clinical techniques. Topics include: segmental tomography, quantification methods for normal and abnormal pathology, anatomical recognition of normal and abnormal structures, recording patient information, age appropriate patient preparation, and performing echocardiographic examinations.

Corequisite: PEDS 1000.

PEDS 2100 - Pediatric Congenital Sonography Clinical II (3)

This course builds on the knowledge and skills learned in Clinical I. By the end of this rotation, the student will perform all congenital echocardiography procedures required independently with the supervision of an appropriately credentialed sonographer. This course provides a culminating clinical setting experience to allow students to synthesize information and procedural instruction provided throughout the program. Emphasis is placed on skill level improvements and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical pediatric courses. Topics include: scanning, documentation of pathologies, patient and equipment skills, current literature, professionalism, and ethical behavior.

Prerequisite: PEDS 1000; PEDS 1100.

PHAR – Pharmacy Assistant

PHAR 1000 - Pharmaceutical Calculations (4)

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

Prerequisite: MATH 1012 MATH 1111.

PHAR 1010 - Pharmacy Technology Fundamentals (5)

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

PHAR 1020 - Principles of Dispensing Medications (4)

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

Prerequisite: PHAR 1000 PHAR 1010.

PHAR 1030 - Principles of Sterile Medication Preparation (4)

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

Prerequisite: PHAR 1000 PHAR 1010.

PHAR 1040 - Pharmacology (4)

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

Prerequisite: Program Admission.

PHAR 1050 - Pharmacy Technology Practicum (5)

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication,

Prerequisite: PHAR 1000 PHAR 1010.

PHAR 1055 - Pharmacy Assistant Practicum (5)

This course orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy assistant. Topics include: purchasing, packaging and labeling drugs; distribution systems; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; contamination control; storage and control; pharmacy equipment, and health care organizational structures.

Prerequisite: ALHS 1011 ALHS 1090 MATH 1012 PHAR 1000 PHAR 1010 PHAR 1020 PHAR 1040.

PHAR 2060 - Advanced Pharmacy Technology Principles (3)

This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.

Prerequisite: COMP 1000 PHAR 1030 PHAR 1050. Corequisite: PHAR 2070.

PHAR 2070 - Advanced Pharmacy Technology Practicum (5)

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

Prerequisite: COMP 1000 PHAR 1030 PHAR 1050. Corequisite: PHAR 2060.

PHLT - Phlebotomy Technician

PHLT 1030 - Introduction to Venipuncture (3)

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.

Prerequisite: Program Admission.

PHLT 1050 - Clinical Practice (5)

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.

Prerequisite: PHLT 1030.

PHSC - Physical Science

PHSC 1111 - Physical Science (3)

Introduces the fundamentals of classical physics, the solar system, and universe from a descriptive viewpoint. Topics include mechanics, temperature and heat, waves, electricity and magnetism, and astronomy. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments.

Prerequisite: Regular Admission.

PHYS - Physics

PHYS 1110 - Conceptual Physics (3)

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.

Prerequisite: ENGL 1101 AND MATH 1101 OR MATH 1103 OR MATH 1111 . Corequisite: PHYS 1110L.

PHYS 1110L - Conceptual Physics Lab (1)

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.

Prerequisite: ENGL 1101 AND MATH 1101 OR MATH 1103 OR MATH 1111 . Corequisite: PHYS 1110.

PHYS 1111 - Introductory Physics I (3)

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.

Prerequisite: ENGL 1101 AND MATH 1112 OR MATH 1113 . Corequisite: PHYS 1111L.

PHYS 1111L - Introductory Physics Lab I (1)

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.

Prerequisite: ENGL 1101 AND MATH 1112 OR MATH 1113. Corequisite: PHYS 1111.

PHYS 1112 - Introductory Physics II (3)

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).

Prerequisite: PHYS 1111 PHYS 1111L. Corequisite: PHYS 1112L.

PHYS 1112L - Introductory Physics Lab II (1)

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.

Prerequisite: PHYS 1111 PHYS 1111L. Corequisite: PHYS 1112.

PNSG - Practical Nursing

PNSG 1020 - Pharmacology for Clinical Calculations (2)

Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

Prerequisite: Program Admission.

PNSG 1030 - Clinical Nutrition (2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, enteral and parenteral nutrition, nutrition throughout the lifespan, and client education.

Prerequisite: Program Admission.

PNSG 1100 - Nursing Fundamentals (7)

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; geriatrics and standard precautions.

Prerequisite: ALHS 1011 ALHS 1040 ALHS 1090 ENGL 1010 MATH 1012 PSYC 1010 Program Admission.

PNSG 1120 - Medical Surgical Nursing I (7)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and nutritional aspects related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems.

Prerequisite: PNSG 1020 PNSG 1030 PNSG 1100.

PNSG 1122 - Medical Surgical Nursing Practicum I (6)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

Prerequisite: PNSG 1020 PNSG 1030 PNSG 1100. Corequisite: PNSG 1120.

PNSG 1130 - Medical Surgical Nursing II (7)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Prerequisite: PNSG 1120.

PNSG 1132 - Medical Surgical Nursing Practicum II (6)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and

sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Prerequisite: PNSG 1120 PNSG 1122. Corequisite: PNSG 1030.

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)

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.

Prerequisite: Program Admission.

PNSG 2030 - Nursing Fundamentals (6)

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/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

Prerequisite: Program Admission.

PNSG 2035 - Nursing Fundamentals Clinical (2)

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

Prerequisite: Program Admission.

PNSG 2120 - Pediatric Nursing (4)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

Prerequisite: PNSG 1020 PNSG 1030 PNSG 1100.

PNSG 2122 - Pediatric Nursing Practicum (1)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

Prerequisite: PNSG 1020 PNSG 1030 PNSG 1100. Corequisite: PNSG 2120.

PNSG 2130 - Obstetric Nursing (4)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Prerequisite: PNSG 1020 PNSG 1030 PNSG 1100.

PNSG 2132 - Obstetric Nursing Practicum (2)

Focuses on clinical patient care aspects health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Prerequisite: PNSG 1020 PNSG 1030 PNSG 1100. Corequisite: PNSG 2130.

PNSG 2150 - Nursing Leadership (1)

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.

Prerequisite: PNSG 1020 PNSG 1030 PNSG 1100.

PNSG 2152 - Nursing Leadership Practicum (2)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Prerequisite: PNSG 1020 PNSG 1030 PNSG 1100. Corequisite: PNSG 2150.

PNSG 2210 - Medical Surgical Nursing I (4)

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

PNSG 2220 - Medical-Surgical Nursing II (4)

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.

Prerequisite: Program Admission.

PNSG 2230 - Medical-Surgical Nursing III (4)

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.

Prerequisite: Program Admission.

PNSG 2240 - Medical-Surgical Nursing IV (4)

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.

Prerequisite: Program Admission.

PNSG 2250 - Maternity Nursing (3)

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.

Prerequisite: Program Admission.

PNSG 2255 - Maternity Nursing Clinical (1)

At completion of this maternity course, students will have completed a minimum of 37.5 clock hours of maternity related clinical experience. This course focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and non-pathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Prerequisite: Program Admission.

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical surgical clinical courses students will have completed a minimum of 300 clock hours of clinical experience including 225 clock hours of comprehensive medical-surgical, 37.5 clock hours of pediatric experiences and 37.5 clock hours of mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission.

PNSG 2320 - Medical-Surgical Nursing Clinical II (2)

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 300 clock hours of clinical experience including 225 clock hours of comprehensive medical-surgical, 37.5 clock hours of pediatric and 37.5 clock hours of mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission.

PNSG 2330 - Medical-Surgical Nursing Clinical III (2)

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 300 clock hours of clinical experience including 225 clock hours of comprehensive medical-surgical, 37.5 clock hours of pediatric experiences and 37.5 clock hours of mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission.

PNSG 2340 - Medical-Surgical Nursing Clinical IV (2)

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four-part sequence of these medical-surgical clinical courses students will have completed a minimum of 300 clock hours of clinical experience including 225 clock hours of comprehensive medical-surgical, 37.5 clock hours of pediatric experience and 37.5 clock hours of mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition, pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: Program Admission.

PNSG 2410 - Nursing Leadership (1)

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.

Prerequisite: Program Admission.

PNSG 2415 - Nursing Leadership Clinical (2)

At completion of this nursing leadership course, students will have competed a minimum of 75 clock hours of leadership related clinical experience. This course builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Prerequisite: Program Admission.

POLS - Political Science

POLS 1101 - American Government (3)

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

PSYC - Psychology

PSYC 1010 - Basic Psychology (3)

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 treatments, stress and health, and social psychology.

PSYC 1101 - Introductory Psychology (3)

Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and 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, psychological disorders and treatment, stress and health, and social psychology.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

PSYC 1150 - Industrial/Organizational Psychology (3)

Emphasizes interpersonal and behavioral skills required in today*s business and industry. Topics include an overview of industrial/ organizational psychology, principles of human resources management, psychological testing, performance appraisal, training and professional development of employees, principles of leadership, motivational factors, workplace conditions, safety and health, and workplace stressors.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

PSYC 2103 - Human Development (3)

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.

Prerequisite: PSYC 1101.

PSYC 2250 - Abnormal Psychology (3)

Emphasize the etiology and treatments consideration of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications and psychological disorders.

Prerequisite: PSYC 1101.

RADT - Radiology Technology

RADT 1010 - Introduction to Radiology (4)

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.

Prerequisite: Program Admission.

RADT 1030 - Radiographic Procedures I (3)

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 chest and abdomen cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

Prerequisite: Program Admission.

RADT 1060 - Radiographic Procedures II (3)

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.

Prerequisite: Program Admission.

RADT 1065 - Radiologic Science (2)

Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

Prerequisite: Program Admission Program Instructor Approval.

RADT 1070 - Principles of Imaging I (6)

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.

Prerequisite: MATH 1013 MATH 1111 Program Admission.

RADT 1075 - Radiographic Imaging (4)

The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital); processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital); Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

Prerequisite: Program Admission Program Instructor Approval.

RADT 1085 - Radiologic Equipment (3)

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles

of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

Prerequisite: Program Admission Program Instructor Approval.

RADT 1160 - Principles of Imaging II (6)

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

Prerequisite: RADT 1070.

RADT 1200 - Principles of Radiation Biology and Protection (2)

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.

Prerequisite: Program Admission.

RADT 1320 - Clinical Radiography I (4)

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.

Prerequisite: Program Admission.

RADT 1330 - Clinical Radiography II (7)

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.

Prerequisite: Program Admission.

RADT 2090 - Radiographic Procedures III (2)

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.

Prerequisite: RADT 1060.

RADT 2190 - Radiographic Pathology (2)

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.

Prerequisite: ALHS 1011 BIOL 2114 BIOL 2114L Program Admission.

RADT 2260 - Radiologic Technology Review (3)

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.

Prerequisite: Program Admission.

RADT 2340 - Clinical Radiography III (6)

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.

Prerequisite: Program Admission.

RADT 2350 - Clinical Radiography IV (7)

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..

Prerequisite: RADT 1010 RADT 2090 RADT 2340.

RADT 2360 - Clinical Radiography V (9)

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.

RADT 2520 - Mammographic Anatomy, Physics and Positioning (6)

The student should have a pre-existing knowledge and skills gained during and entry-level radiography educational experience and reinforced through professional practice. The content in this course is intended to aid technologists in preparing for post primary practice of mammography. The

course provides the student with an overview of the following topics: Breast anatomy and mammographic correlation, breast viability and pathology, correlative physical breast assessment, department organization and regulation, equipment, interventional procedures mammography quality management, positioning, sonomammography, and Technical applications.

Prerequisite: Program Admission. Corequisite: RADT 2530.

RADT 2530 - Clinical Mammography (6)

Content and clinical practice experiences should sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories used to perform radiologic procedures in mammography. Through structured, sequential, competency-based clinical assignments, students discuss, examine and evaluate concepts of team practice, patient-centered clinical practice and professional development. Clinical practice experience should teach students to provide care and assessment and competently perform radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, and after the radiologic procedure. Topics include: mammography clinical practice, patient preparation and education, mammographic procedure, quality control,interventional special procedures, and positioning.

Prerequisite: Program Admission.

READ - Reading

READ 0096 - Reading I

Emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, comprehension skills, and study skills.

Prerequisite: Appropriate entrance reading score.

READ 0097 - Reading II

Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

Prerequisite: READ 0096 OR Appropriate entrance reading score.

READ 0098 - Reading III

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.

Prerequisite: READ 0097 OR Appropriate entrance reading score.

RELG - Religion

RELG 1101 - World Religions (3)

World Religions is a survey course of the history, practice, and modern relevance of the world's religious traditions. Through the study of religion and its influence on history and culture, greater insight and understanding of diverse populations can be attained. Topics include an overview of significant religious traditions from around the world, critical analysis of the relationships between religions and artistic traditions, and critical analysis of the influence of religion on culture, politics, and history.

Prerequisite: ENGL 1101.

RESP - Respiratory Care

RESP 1110 - Pharmacology (3)

Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

Prerequisite: BIOL 2114 BIOL 2114L MATH 1101 MATH 1111 Program Admission.

RESP 1120 - Introduction to Respiratory Therapy (3)

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, , humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

Prerequisite: BIOL 2114 BIOL 2114L MATH 1101 MATH 1111 Program Admission.

RESP 1130 - Respiratory Therapy Lab I (4)

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

Prerequisite: BIOL 2114 BIOL 2114L MATH 1101 MATH 1111 Program Admission.

RESP 1193 - Cardiopulmonary Anatomy and Physiology (4)

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

Prerequisite: BIOL 2114 BIOL 2114L MATH 1101 MATH 1111 Program Admission.

RESP 2090 - Clinical Practice I (2)

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

Prerequisite: Program Admission.

RESP 2100 - Clinical Practice II (2)

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

Prerequisite: RESP 2090.

RESP 2110 - Pulmonary Disease (3)

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

Prerequisite: Program Admission RESP 1110 RESP 1193. Corequisite: RESP 1120.

RESP 2120 - Critical Respiratory Care (2)

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

Prerequisite: RESP 1120 RESP 1130.

RESP 2130 - Mechanical Ventilation and Airway Management (4)

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

Prerequisite: RESP 1120 RESP 1130 RESP 2120. Corequisite: RESP 2120.

RESP 2140 - Advanced Critical Care Monitoring (1)

Provides a study of advanced critical care techniques for hemodynamic and non invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non invasive monitoring techniques.

Prerequisite: RESP 1120 RESP 1130 RESP 1193.

RESP 2150 - Pulmonary Function Testing (1)

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography

Prerequisite: RESP 1193.

RESP 2160 - Neonatal Pediatric Respiratory Care (3)

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.

Prerequisite: RESP 1120 RESP 1130.

RESP 2170 - Advanced Respiratory Care Seminar (3)

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory

care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

Prerequisite: RESP 2120 RESP 2130.

RESP 2180 - Clinical Practice III (2)

Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

Prerequisite: Program Admission RESP 2100.

RESP 2190 - Clinical Practice IV (2)

Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

Prerequisite: RESP 2180.

RESP 2200 - Clinical Practice V (3)

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

Prerequisite: RESP 2120 RESP 2130 RESP 2180 RESP 2190.

RESP 2220 - Clinical Practice VI (7)

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

Prerequisite: RESP 2190.

RESP 2270 - Rehabilitation and Home Care (1)

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

Prerequisite: RESP 1120.

RNSG - Registered Nursing

RNSG 1110 - Fundamentals of Nursing (6)

Through classroom, laboratory, and clinical experiences, this foundational nursing course introduces the student to concepts basic to nursing practice. Content presented includes foundations of nursing

practice, health promotion and maintenance, promotion of activity and rest, health assessment throughout the lifespan, promotion of communication, the nursing process, promotion of psychosocial health, promotion of physiologic health, and medication administration. Beginning nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, disaster/emergency management, the health-illness continuum, and therapeutic interventions are introduced in RNSG 1110 and incorporated throughout the curriculum. The lecture and laboratory component of this course introduces the student to the application of the nursing process with an emphasis on psychomotor and psychosocial skills. In the clinical setting the student will apply learned knowledge and skills in providing nursing care for culturally diverse patients in long term care settings. The student focuses on direct care to promote the well-being of one assigned patient. This is a web enhanced course. Students may be required to access information, submit assignments, or test online through ANGEL.

RNSG 1112 - Fundamentals of Nursing (6)

Through classroom, laboratory, and clinical experiences, this foundational nursing course introduces the student to concepts basic to nursing practice. Content presented includes foundations of nursing practice, health promotion and maintenance, promotion of activity and rest, health assessment throughout the lifespan, promotion of communication, the nursing process, promotion of psychosocial health, promotion of physiologic health, and medication administration. Beginning nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, disaster/emergency management, the health-illness continuum, and therapeutic interventions are introduced in RNSG 1110 and incorporated throughout the curriculum. The lecture and laboratory component of this course introduces the student to the application of the nursing process with an emphasis on psychomotor and psychosocial skills. In the clinical setting the student will apply learned knowledge and skills in providing nursing care for culturally diverse patients in long term care settings. The student focuses on direct care to promote the well-being of one assigned patient. This is a web enhanced course. Students may be required to access information, submit assignments, or test online through Blackboard.

Prerequisite: Completion of all required non-nursing courses.

RNSG 1120 - Dosage Calculations and Basic Pharmacology (2)

This course introduces the student to basic principles of pharmacology and the basic mathematical concepts utilized in calculating medication dosages for safe administration to patients throughout the lifespan. Areas of emphasis include concepts of legal implications, pharmacokinetics, pharmacodynamics, calculation of drug dosages, and medication preparation. The student is also introduced to the role of the nurse in assessment, planning, intervention and evaluation of the care of the patient receiving pharmacologic therapy. This course is web-enhanced. Students may be required to access information, submit assignments, and test online through Blackboard.

Prerequisite: Program Admission. Corequisite: RNSG 1112.

RNSG 1130 - Lifespan Nursing Care I (7)

Lifespan Nursing Care I is offered in the second semester of the nursing program. This is the first of a three course sequence focusing on the nursing needs of individuals throughout the lifespan experiencing common, predictable alterations in function. Content presented includes nursing care of: the perioperative patient; the oncological patient; the patient with an infectious disease; and the patient with alterations in fluid/electrolyte and acid/base balance; gastrointestinal; hepatic and biliary; and, respiratory function. The conceptual threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, disaster/emergency management,

the healthillness continuum, and therapeutic interventions are incorporated throughout the course. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients with selected alterations in function. Primary emphasis is on identification of physiological problems with appropriate interventions. Added emphasis is placed on goal setting and the evaluation of goal achievement. In the clinical setting, the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for one assigned culturally diverse patient in diverse care settings. This is a web enhanced course. Students may be required to access information, submit assignments, or test online through ANGEL.

RNSG 1132 - Lifespan Nursing Care I (7)

Lifespan Nursing Care I is offered in the second semester of the nursing program. This is the first of a three course sequence focusing on the nursing needs of individuals throughout the lifespan experiencing common, predictable alterations in function. Content presented includes nursing care of: the perioperative patient; the oncological patient; the patient with an infectious disease; and the patient with alterations in fluid/electrolyte and acid/base balance; gastrointestinal; hepatic and biliary; and, respiratory function. The conceptual threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, disaster/emergency management, the health-illness continuum, and therapeutic interventions are incorporated throughout the course. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients with selected alterations in function. Primary emphasis is on identification of physiological problems with appropriate interventions. Added emphasis is placed on goal setting and the evaluation of goal achievement. In the clinical setting, the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for one assigned culturally diverse patient in diverse care settings. This is a web enhanced course. Students may be required to access information, submit assignments, or test online through Blackboard.

Prerequisite: RNSG 1112 RNSG 1120. Corequisite: RNSG 1141.

RNSG 1140 - Nursing Care to Pro Mental He (6)

Nursing Care to Promote Mental Health is offered in the second semester of the first year of the nursing program. This course focuses on the nursing needs of culturally diverse individuals throughout the lifespan who are experiencing alterations in mental health. Content presented includes: basic concepts and foundations in mental health nursing; therapeutic approaches to mental health care; and nursing care of the patient with anxiety, schizophrenia, somatoform disorders, dissociative disorders, personality disorders, eating disorders, substance abuse disorders, mood disorders, aggressive behavior, and violent or abusive behavior. Additional content covered includes nursing care of the child, the adolescent, the elderly, and special needs populations with mental health disorders. Assessment of the mental health patient is introduced. The curriculum threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, the health illness continuum, therapeutic interventions, and disaster/emergency management continue to be incorporated throughout the course. The roles of the associate degree nurse as a provider of care, a manager of care, and a member of the discipline of nursing are discussed. The nurses role in the promotion and restoration of optimal mental health is included. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients with selected mental health alterations. Emphasis is placed on identification of psychosocial problems with appropriate therapeutic interventions and rationale. Emphasis on goal setting, evaluation of goal achievement, and prioritization of care is continued in this course. In the clinical setting, the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for one or more assigned culturally diverse patients in diverse care settings including acute, ambulatory and community experiences. The student will gain experience in the performance of nursing skills utilized in the care of patients with

mental health alterations. The student continues to gain experience in collaborating with members of the health care team. This is a web enhanced course. Students may be required to access information, submit assignments, or test online through ANGEL. Course Length

RNSG 1141 - Nursing Care to Promote Mental Health (6)

Nursing Care to Promote Mental Health is offered in the second semester of the first year of the nursing program. This course focuses on the nursing needs of culturally diverse individuals throughout the lifespan who are experiencing alterations in mental health. Content presented includes: basic concepts and foundations in mental health nursing; therapeutic approaches to mental health care; and nursing care of the patient with anxiety, schizophrenia, somatoform disorders, dissociative disorders, personality disorders, eating disorders, substance abuse disorders, mood disorders, aggressive behavior, and violent or abusive behavior. Additional content covered includes nursing care of the child, the adolescent, the elderly, and special needs populations with mental health disorders. Assessment of the mental health patient is introduced. The curriculum threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, the health illness continuum, therapeutic interventions, and disaster/emergency management continue to be incorporated throughout the course. The roles of the associate degree nurse as a provider of care, a manager of care, and a member of the discipline of nursing are discussed. The nurses role in the promotion and restoration of optimal mental health is included. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients with selected mental health alterations. Emphasis is placed on identification of psychosocial problems with appropriate therapeutic interventions and rationale. Emphasis on goal setting, evaluation of goal achievement, and prioritization of care is continued in this course. In the clinical setting, the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for one or more assigned culturally diverse patients in diverse care settings including acute, ambulatory and community experiences. The student will gain experience in the performance of nursing skills utilized in the care of patients with mental health alterations. The student continues to gain experience in collaborating with members of the health care team. This is a web enhanced course. Students may be required to access information, submit assignments, or test online through Blackboard.

Prerequisite: RNSG 1112 RNSG 1120. Corequisite: RNSG 1132.

RNSG 2010 - LPN to ASN Transition (9)

The LPN to ADN Transition course (RNSG 2010) is offered in the summer quarter prior to entering the second level of the nursing program. This course if designed to initiate the transition process from LPN to RN and builds upon previously learned basic knowledge and skills. The focus of RNSG 2010 is upon the nursing of individuals throughout the lifespan experiencing common predictable alterations in function. Content presented includes: the transition process; the nursing process; nursing care of the patient with oncology and pain, nursing care of the perioperative patient, alterations in respiratory function, alterations hepatic and biliary function, alterations in mental health. In addition, emergency/disaster management content is integrated. The conceptual threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, the health-illness continuum, therapeutic interventions, and emergency/ disaster management continue to be incorporated throughout the course. The student will be required to independently remediate in other areas of nursing that have been identified by the pre-entrance testing process as areas of weakness. The lecture and laboratory component applies the nursing process to patients with selected alterations in function which are considered complex. Emphasis is placed on identification of physiological and psychosocial problems with appropriate interventions, goal setting, and the evaluation of goal achievement. In the clinical setting the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for one

or more assigned culturally diverse patients of all ages in acute care settings. This is a web enhanced course. Students may be required to access information, submit assignments, and test online through Blackboard.

Prerequisite: Admission to the ASN Transition Track Completion of all required non-nursing courses.

RNSG 2110 - Lifespan Nursing Care II (7)

Lifespan Nursing Care II is offered in the third semester of the nursing program. It is the second course of a three course sequence focusing on the nursing needs of individuals throughout the lifespan experiencing common, predictable alterations in function. Content presented includes nursing care of the patient with alterations in: sensorineural function; hematological function; peripheral vascular function; cardiac function; urinary/renal function; and, glucose metabolism. The conceptual threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, disaster/emergency management the health-illness continuum, and therapeutic interventions continue to be incorporated throughout the course. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients with selected alterations in function which are considered more complex. Emphasis is placed on identification of both physiological and psychosocial problems with appropriate interventions. Continued emphasis is placed on goal setting and the evaluation of goal achievement. In the clinical setting the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for one or more assigned culturally diverse patients of all ages in diverse care settings including acute, ambulatory, and community experiences. This is a web enhanced course. Students may be required to access information, submit assignments, and test online through ANGEL.

RNSG 2111 - Lifespan Nursing Care II (7)

Lifespan Nursing Care II is offered in the third semester of the nursing program. It is the second course of a three course sequence focusing on the nursing needs of individuals throughout the lifespan experiencing common, predictable alterations in function. Content presented includes nursing care of the patient with alterations in: sensorineural function; hematological function; peripheral vascular function; cardiac function; urinary/renal function; and, glucose metabolism. The conceptual threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, disaster/emergency management the health-illness continuum, and therapeutic interventions continue to be incorporated throughout the course. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients with selected alterations in function which are considered more complex. Emphasis is placed on identification of both physiological and psychosocial problems with appropriate interventions. Continued emphasis is placed on goal setting and the evaluation of goal achievement. In the clinical setting the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for one or more assigned culturally diverse patients of all ages in diverse care settings including acute, ambulatory, and community experiences. This is a web enhanced course. Students may be required to access information, submit assignments, and test online through Blackboard.

Prerequisite: RNSG 1132 RNSG 1141.

RNSG 2120 - Nurs Care of Childbearing Fam (6)

Nursing Care of the Childbearing Family is offered in the fall semester of the second year of the nursing program. This course focuses on the nursing needs of culturally diverse individuals experiencing pregnancy, childbirth, and the post partum period as well as women's health alterations. Growth and development from conception through the fetal period is presented. Nursing

needs of the infant up to 1 year is also emphasized. Assessment of the maternity patient and the newborn are introduced. Social, legal, and ethical issues related to reproduction are explored. The curriculum threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, the health illness continuum, therapeutic interventions, and disaster/emergency management continue to be incorporated throughout the course. The roles of the associate degree nurse as a provider of care, a manager of care, and a member of the discipline of nursing are discussed. The nurse's role in the promotion and restoration of optimal health is included. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients during pregnancy, childbirth, and the postpartum period and to patients with selected womens health alterations. Emphasis on identification of physiological and psychosocial problems, goal setting, selection of appropriate therapeutic interventions and rationale, and evaluation of goal achievement is continued in this course. Prioritization of nursing diagnoses is introduced. In the clinical setting, the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for one or more assigned culturally diverse patients and their families in diverse acute care settings. The student will gain experience in the performance of nursing skills utilized in the care of female and newborn patients. The student continues to gain experience in collaborating with members of the health care team. This is a web enhanced course. Students may be required to access information, submit assignments, or test online through ANGEL.

RNSG 2124 - Nursing Care of the Childbearing Family (6)

Nursing Care of the Childbearing Family is offered in the fall semester of the second year of the nursing program. This course focuses on the nursing needs of culturally diverse individuals experiencing pregnancy, childbirth, and the post partum period as well as women's health alterations. Growth and development from conception through the fetal period is presented. Nursing needs of the infant up to 1 year is also emphasized. Assessment of the maternity patient and the newborn are introduced. Social, legal, and ethical issues related to reproduction are explored. The curriculum threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, the health illness continuum, therapeutic interventions, and disaster/emergency management continue to be incorporated throughout the course. The roles of the associate degree nurse as a provider of care, a manager of care, and a member of the discipline of nursing are discussed. The nurse's role in the promotion and restoration of optimal health is included. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients during pregnancy, childbirth, and the postpartum period and to patients with selected womens health alterations. Emphasis on identification of physiological and psychosocial problems, goal setting, selection of appropriate therapeutic interventions and rationale, and evaluation of goal achievement is continued in this course. Prioritization of nursing diagnoses is introduced. In the clinical setting, the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for one or more assigned culturally diverse patients and their families in diverse acute care settings. The student will gain experience in the performance of nursing skills utilized in the care of female and newborn patients. The student continues to gain experience in collaborating with members of the health care team. This is a web enhanced course. Students may be required to access information, submit assignments, or test online through Blackboard.

Prerequisite: RNSG 1132 RNSG 1141. Corequisite: RNSG 2111.

RNSG 2130 - Lifespan Nursing Care III (7)

Lifespan Nursing Care III is the third and last course in the lifespan nursing course sequence and is offered in the last semester of the nursing program. This course focuses on the nursing needs of culturally diverse individuals throughout the lifespan who are experiencing more complex but

predictable alterations in function. It is a capstone course providing comprehensive application of acquired nursing knowledge. Content presented includes nursing care of the patient with alterations in integumentary function, endocrine function, immunological function, and neurological function. Additional content covered includes critical care, disaster, and emergency nursing topics. The curriculum threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, the health illness continuum, therapeutic interventions, and disaster/emergency management continue to be incorporated throughout the course. The roles of the associate degree nurse as a provider of care, a manager of care, and a member of the discipline of nursing are discussed. The nurses role in the promotion and restoration of optimal health is included. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients with selected alterations in function which are considered most complex. Management of patients in emergency and disaster situations is introduced. Emphasis on identification of physiological and psychosocial problems, goal setting, selection of appropriate therapeutic interventions and rationale, evaluation of goal achievement, and prioritization of care is continued in this course. In the clinical setting, the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for multiple culturally diverse patients and their families in diverse acute care settings under the supervision of a preceptor. The preceptor will serve as a mentor to facilitate the student's transition from school to the practice setting. The student will gain experience in the performance of nursing skills utilized in the care of patients with more complex alterations in function and in the care of critically ill patients. The student continues to gain experience in collaborating with members of the health care team and with patients family and/or significant other. This is a web-enhanced course. The student may be required to access information, submit assignments and test online. This is a web enhanced course. Students may be required to access information, submit assignments, and test online through ANGEL.

RNSG 2132 - Lifespan Nursing Care III (7)

Lifespan Nursing Care III is the third and last course in the lifespan nursing course sequence and is offered in the last semester of the nursing program. This course focuses on the nursing needs of culturally diverse individuals throughout the lifespan who are experiencing more complex but predictable alterations in function. It is a capstone course providing comprehensive application of acquired nursing knowledge. Content presented includes nursing care of the patient with alterations in integumentary function, endocrine function, immunological function, and neurological function. Additional content covered includes critical care, disaster, and emergency nursing topics. The curriculum threads of nutrition, pharmacology, growth and development, communication, cultural diversity, teaching/learning process, nursing process/critical thinking, legal/ethical factors, technological competence, safety, the health illness continuum, therapeutic interventions, and disaster/emergency management continue to be incorporated throughout the course. The roles of the associate degree nurse as a provider of care, a manager of care, and a member of the discipline of nursing are discussed. The nurses role in the promotion and restoration of optimal health is included. The lecture and laboratory component of this course introduces the student to the application of the nursing process to patients with selected alterations in function which are considered most complex. Management of patients in emergency and disaster situations is introduced. Emphasis on identification of physiological and psychosocial problems, goal setting, selection of appropriate therapeutic interventions and rationale, evaluation of goal achievement, and prioritization of care is continued in this course. In the clinical setting, the student will apply learned knowledge and psychomotor/psychosocial skills in providing nursing care for multiple culturally diverse patients and their families in diverse acute care settings under the supervision of a preceptor. The preceptor will serve as a mentor to facilitate the student's transition from school to the practice setting. The student will gain experience in the performance of nursing skills utilized in the care of patients with more complex alterations in function and in the care of critically ill patients.

The student continues to gain experience in collaborating with members of the health care team and with patients family and/or significant other. This is a web-enhanced course. The student may be required to access information, submit assignments and test online. This is a web enhanced course. Students may be required to access information, submit assignments, and test online through Blackboard.

Prerequisite: RNSG 2111 RNSG 2124. Corequisite: RNSG 2140.

RNSG 2140 - Capstone Nursing Seminar (1)

This is a non-clinical course designed to facilitate the role transition from nursing student to novice registered nurse generalist. Focus is placed on principles of management, leadership, delegation, and professional development. Employment principles and practice and the responsibility of the nurse to the community and the nursing profession are included. Trends and issues related to legal, ethical, economic, and political influences on the health care delivery system are discussed. The curricular threads of communication, nursing process/critical thinking, legal/ethical factors, and technological competence are incorporated throughout the course. The course concludes with readiness testing in preparation for the NCLEX-RN. This is a web-enhanced course. Students may be required to access information, submit assignments, and test online through Blackboard.

Prerequisite: RNSG 2111 RNSG 2124. Corequisite: RNSG 2132.

SCMA - Supply Chain Management

SCMA 1000 - Introduction to Supply Chain Management (3)

Provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for delivery goods and services to customers. The course will focus on what employees and managers must do to ensure an effective Supply Chain exists in their organization. Topics include: Introduction to SCM, E-Commerce, Material Management, Information Technology, Measuring SCM performance, Purchasing and Distribution, and Research and Case Studies.

Prerequisite: Program Admission.

SCMA 1003 - Introduction to Transportation and Logistics Management (3)

Businesses today can not be competitive without a good transportation and logistics network. This course introduces the five basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode. Students then discuss ways in which today's supply chain manager can use these transportation modes to achieve efficiencies and cost effectiveness necessary for a company to survive in today's global markets.

SCMA 1008 - Supply Chain Management OBI I (1)

SCMA 1009 - Supply Chain Management OBI II (1)

SCMA 1015 - E-Commerce in Supply Chain Management (3)

Provides a general knowledge of E-Commerce (EC) and how it is being conducted and managed as well as assessing its major opportunities, limitations, issues, and risks. The course will focus on the impact EC has on a significant portion of the world, affecting businesses, supply chains, professions, and people. EC is more than just buying and selling, and students will learn it is also about electronically communicating, collaborating, sharing of information by businesses, and discovering information.

Prerequisite: Program Admission.

SCMA 2103 - Supply Chain Management Concepts (3)

Logistics and Supply Chain Management today represents a great challenge as well as a tremendous opportunity for most firms. This course will view the supply chain from the point of view of a front-line supervisor. Logistics and Supply Chain Management is all about managing hand-offs in a supply chain, hand-offs of either information or product. Phrases like logistics management, supply chain management and demand chain management will be used interchangeably in order to provide an understanding on how logistical decisions impact the performance of the firm as well as the entire supply chain.

Prerequisite: SCMA 1003.

SCMA 2106 - Key Issues in the Global Integrated Supply Chain (3)

This course examines the issues and challenges a corporation faces in designing and implementing a globally integrated supply chain. Topics include social responsibility in the supply chain, geo-political impacts, outsourcing and off shoring of supply chain functions, and how companies manage risk in their supply chains.

SCMA 2200 - Capstone/Case Studies in Logistics Management (3)

Capstone course that prepares students for entry level positions in the field of logistics and supply chain management through case studies, project management, and presentations.

Prerequisite: LOGI 1000 LOGI 1010 LOGI 1020 SCMA 1000 SCMA 1003 SCMA 1015.

SCMA 2900 - Logistics and Supply Chain Management Internship (3)

Reinforcement of supply chain management and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into supply chain management through work experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, applications of supply chain management techniques, and professional development. The occupation-based instruction is implemented through an internship or the use of a practicum and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

Prerequisite: LOGI 1000 LOGI 1010 LOGI 1020 SCMA 1000 SCMA 1003 SCMA 1015.

SOCI - Sociology

SOCI 1101 - Introduction to Sociology (3)

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.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

SOCW - Social Work Assistant

SOCW 2000 - Introduction to Social Work (3)

This course provides an introduction to social welfare institution and the profession of social work. It focuses on the values, ethics, and methods of generalist social work practice with an emphasis on diversity.   Students will be introduced to basic social welfare policies, community agencies, and at-risk populations.

SOCW 2010 - Introduction to Case Management (3)

A practical course in the how to of human service case management. Students will learn the step-by-step process of case management from the initial referral for services, determination of eligibility for services, writing a formal plan for services, case documentation techniques, and techniques for monitoring a clients progress through the service delivery system, to case closure/follow-up activities. This course will include how to access community resources, how to interpret and utilize information from other professionals, and the development of interviewing, intervention, case recording, and caseload management skills. Legal and ethical issues in service delivery will also be discussed.

SOCW 2020 - Human Behavior and the Social Environment (3)

This course provides an overview of multi-cultural and critical perspectives on understanding: individuals, families, and their interpersonal and group relationships; life span development; and theories of well-being, stress, coping, and adaptation. Students learn to address biopsychosocial influences on human functioning.

SOCW 2030 - Interviewing Techniques with I (3)

This course is offered as a beginning general foundation class and focuses on social work practice with individuals. It will emphasize the initial contact and rapport building skills utilized in partnering with clients in the social work process, interviewing skills and counseling techniques along with the assessment of a clients situation, and determination of the appropriate level of intervention for the change effort. Students will be expected to participate in interpersonal sharing and activities. Additional areas of study include: interviewing for assessment, the person in environment perspective, motivational interviewing, and ethical framework for practice.

SOCW 2040 - Behavioral Health (3)

This course examines various modalities for assessing and intervening with individuals who have special needs, such as mental health disorders, addictive diseases, and development disabilities. The course focuses on problem assessment, types of intervention strategies, and techniques and methods for determining the effectiveness of interventions.

Prerequisite: PSYC 1010 or PSYC 1101; SOCW 2020.

SOCW 2050 - Group Work Intervention (3)

This course will provide students with a foundational understanding of the knowledge and skills required to participate in and lead small groups in a variety of settings. The course emphasizes an experiential approach which will provide students with the opportunity to develop skills in planning, facilitating, organizing, and evaluating the success of groups. Emphasis will be placed on exploration and application of group work theory, principles and practices of group counseling, stages of group development, group dynamics, and group leadership.

SOCW 2060 - Child & Adolescent Behaviors & Interventions (3)

This course examines various modalities for assessing and interviewing with children and adolescents. It focuses on Bio-psychosocial changes, interpersonal relationships and the individuals ability to relate to the social environment. Topics include: child maltreatment, teen parenting, delinquency, violent behavior, school dropout, suicide, substance abuse, and runaway behavior.

SOCW 2070 - Social Policies and Programs for the Aging (3)

This course explores the aging process and the experience of aging from a variety of perspectives. Emphasis is placed on understanding the normative changes associated with the aging process, as well as the ways in which those changes are experienced personally and socially. Specific issues that

will be reviewed include the realities of aging on our society, life adjustments, physical health, mental health, changes in physical appearance, and the dying process.

SOCW 2080 - Social Work Field Practicum and Seminar I (6)

The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalists social workers in an organizational setting, to demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisite: Permission of Department.

SOCW 2081 - Social Work Field Practicum and Seminar (8)

The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families and /or communities. Students gain experience that prepares them to work under general supervision to coordinate or perform eligibility determinations and other related activities associated with Medicaid benefits for the aged, blind, and disabled. Students will learn about the economic support component of social work, including Family Medicaid, Food Stamps, and Temporary Assistance for Needy Families(TANF). Students will also learn how to serve as liaisons with community, state, and federal agencies to coordinate client benefits and services. Preceptors from DFCS will oversee students in the internship.

SOCW 2090 - Social Work Field Practicum and Seminar II (6)

Field Practicum II is an advanced educationally focused, guided, field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalist social workers in an organization setting, to demonstrate an understanding of and behavior consistent with NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of special needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program, faculty and/or persons designated to coordinate work experience arrangements.

Prerequisite: Program Admission and SOCW 2080.

SOCW 2100 - Leadership and Community Service (3)

This course is designed to prepare students for a lifetime of engaged, responsible and active community involvement and leadership. In class, students will learn about leadership skills and styles and how to most effectively assess and assist organizations in their community. Outside of class, students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

Prerequisite: Program Admission SOCW 2000.

SOCW 2110 - Case Management with Families (3)

This course focuses on initial introduction to the concept of families throughout the family life cycle. Using a bio-psychosocial approach, the course explores the family structure (traditional, single parent, gay/lesbian, divorce); and social and environmental stressors that impact the family. Students will learn the step-by-step process of case management for the family unit from the initial referral for services, determination of eligibility for services, writing a formal plan for services, case

documentation techniques, and techniques for monitoring progress for each individual family member through the service delivery system, to case closure/follow-up activities.

SOCW 2120 - Multicultural Issues (3)

This course provides students with knowledge and skills to work with physically, socio-economically, mentally, psychologically, and economically disadvantaged and oppressed people. Attention is given to ethnic minorities of color, women, people with disabilities, gay and lesbian people, the poor, and the oppressed. A multi-dimensional, cross-cultural framework is introduced for assessments and interventions with consumers from diverse groups. Students learn to identify and emphasize the adaptive capabilities and strengths of disadvantaged and oppressed people.

SOCW 2130 - Social Welfare, Ethics, and Community Service (3)

Introduction to the basic concepts, information and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services. Students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

SOCW 2140 - Addictions, Theories, and Treatments (3)

This course looks at the social, political, physiological, and behavioral implications of alcohol/drug abuse. The course focuses on theories of drug and alcohol addiction stages, the dynamics and nature of psychoactive substances, theories/methods of substance abuse prevention, family dynamic models, co-dependency, and disease concepts.

SOCW 2150 - Domestic and Family Violence (3)

This course provides a comprehensive exploration of domestic and family violence. The history, nature, extent, causes and consequences of violence are examined. This course includes information on laws and law-enforcement, societal issues, populations victimized and diagnosis and treatment techniques. It also includes information on community resources, treatment centers and support groups, cultural awareness, special populations at risk and theories explaining the prevalence of domestic and family violence.

SPCH - Speech

SPCH 1101 - Public Speaking (3)

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.

Prerequisite: Regular Admission OR ENGL 0988 . Corequisite: Regular Admission or ENGL 0090 AND ENGL 1101.

SURG - Surgical Technology

SURG 1010 - Introduction to Surgical Technology (8)

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: introduction to preoperative, intraoperative and postoperative principles of surgical technology; assistant circulator role, professionalism as well as health care facility information. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-

Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Prerequisite: Program Admission.

SURG 1020 - Principles of Surgical Technology (7)

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: technological sciences; patient care concepts; preoperative, intraoperative and postoperative surgical technology; and perioperative case management. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Prerequisite: Program Admission.

SURG 1080 - Surgical Microbiology (2)

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.

Prerequisite: Program Admission.

SURG 1100 - Surgical Pharmacology (2)

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.

Prerequisite: Program Admission.

SURG 1120 - Intro Surgical Practicum I (3)

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.

SURG 1130 - Intro Surg Pract II (3)

Continues to orient 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.

SURG 2030 - Surgical Procedures I (4)

Introduces the surgical specialties to include General Surgery, Obstetric and Gynecologic Surgery, Genitourinary Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

SURG 2040 - Surgical Procedures II (4)

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. ((There are surgical procedures that are

similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

Prerequisite: SURG 2030.

SURG 2110 - Surgical Technology Clinical I (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

Prerequisite: Program Admission.

SURG 2120 - Surgical Technology Clinical II (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

Prerequisite: Program Admission.

SURG 2130 - SurgicalTechnology Clinical III (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a

sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

Prerequisite: Program Admission.

SURG 2140 - Surgical Technology Clinical IV (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

Prerequisite: Program Admission.

SURG 2150 - Surgical Technology Clinic VI (3)

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. Utilization of minutes allotted to specialty areas are at the discretion of the program.

SURG 2240 - Seminar in Surgical Technology (2)

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.

Prerequisite: Program Admission.

VAST - Vascular Technology

VAST 1041 - Vascular I (4)

This course will provide an understanding of the extremity arterial and venous anatomy, physiology, pathology, hemodynamic and symptomatology as well as an understanding of cerebrovascular noninvasive diagnosis. The physical exam and clinical assessment of patients with acute and chronic extremity occlusive disease will be discussed. Topics include: anatomy of extra cranial and intracranial vessels, anatomy of the arterial and venous systems in the extremities; pathology, physiology, and symptomatology of cerebrovascular disease, arterial disease and venous disease and hemodynamics of the extremities; physical exam and clinical assessment of cerebrovascular disease, arterial and venous signs and symptoms; history taking in cerebrovascular disease, arterial and venous signs and symptoms; performance of Carotid Duplex/color imaging/CW Doppler & transcranial Doppler (imaging and non-imaging); performance of venous duplex, physiologic venous testing; performance of extremity arterial duplex and physiologic arterial testing correlative (other) imaging; and treatment of cerebrovascular disease; laboratory results and correlative (other) testing relevant to venous disease; treatment of extremity venous disease; laboratory results and correlative (other) testing relevant to arterial disease; and treatment of extremity arterial disease.

Prerequisite: VAST 1100. Corequisite: VAST 2060.

VAST 1050 - Clinic I-Intro to Clinic Envir (1)

Provides an introduction for the student to observe and begin to participate in the diagnostic procedures performed in the noninvasive vascular laboratory. Procedures are performed under the direct supervision of an appropriately credentialed technologist. Topics include: equipment utilization; patient history, identifying risk factors, and contributing disease; procedural skills and patient care; extremity venous vascular procedures, cerebrovascular testing, indirect testing, and proper ergonomic scanning.

VAST 1100 - Vascular Fundamentals (3)

This course introduces the basic principles and applications of physical assessment of non-invasive cardiovascular procedures. Topics include: history of diagnostic medical sonography; role of the sonographer; learning tools and techniques; basic medical techniques and patient care; infection control and universal precautions; verbal and non-verbal communication skills; grieving process; informed patient consent; health care delivery models; resource and educational options for sonographers, vital signs; patient preparations, maintenance of clinical records; Maslows Hierarchy of Needs; legal issues; HIPPA regulations and patients rights in medical care, employee/employer relationships; sonographic terminology; proper ergonomics and patient transfer methods; routine scanning planes; standard patient positions; instrumentation and image manipulation; and Doppler principles.

Prerequisite: Program Admission.

VAST 2030 - Essentials of Echocardiography (2)

This course is designed as an introduction into the field of echocardiography. The general practitioner will be required to perform standard 2D examinations of the heart including B-mode, M-Mode and Doppler. The broader field of echocardiography will be introduced but not studied at length or in

depth. Emphasis is on the functional workings and settings associated with basic Images and measurements. Topics include: introduction to measurements, basic tomographic windows, chamber and great vessel dimensions, systole; patient and equipment skills including proper body mechanics; physical principles, Doppler, and instrumentation; tomographic anatomy; and safety procedures and universal precautions.

Prerequisite: Program Admission.

VAST 2060 - Vascular Clinical I (6)

Provides the student opportunities to observe and participate in the diagnostic procedures performed in the noninvasive vascular laboratory and radiology departments that are clinical affiliates. Procedures are performed under the direct supervision of an appropriately credentialed technologist. Topics include: equipment utilization; patient history, identifying risk factors, and contributing disease; procedural skills and patient care; extremity venous vascular procedures, physiologic and duplex extremity arterial testing, cerebrovascular procedures (carotid and TCD) and proper ergonomic scanning.

Prerequisite: VAST 1100. Corequisite: VAST 1041.

VAST 2071 - Vascular II (4)

This course teaches techniques of abdominal duplex and utilization of duplex ultrasound in therapeutic and surgical vascular exams. Arterial and venous duplex of abdominal vessels is included. Topics include: anatomy, physiology, pathology, symptomology of abdominal/pelvic vasculature; duplex abdominal aorta/iliac/pelvic arteries (male(impotence) and female); duplex renal arterylvein; duplex mesenteric arterylvein; duplex portal/hepatic veins; duplex IVC and iliac veins; therapeutic procedures; intraoperative duplex; vascular localization (sonographic guidance); vascular non-sonographic interventional procedures; maintaining clean and sterile environment; contrast media in medical imaging (radiologic and ultrasound); non-invasive test validation; history taking and assessment of abdominal arterial and venous disease.

Prerequisite: VAST 1041, VAST 2060. Corequisite: VAST 2080.

VAST 2080 - Vascular Clinical II (8)

This course provides opportunities for the student to participate in and perform with assistance procedures performed in noninvasive vascular laboratories, radiology departments, imaging centers, and surgical departments. Continued participation by the student will progressively lead to the unassisted performance of diagnostic procedures under the supervision of an appropriately credentialed technologist. Emphasis is placed on medical therapy, surgical therapy, and other diagnostic tests performed in settings other than vascular laboratories. Topics include: equipment utilization; patient history; procedural skills and patient care; cerebrovascular procedures; therapeutic intervention; diagnostic tests for vascular diseases; carotid, arterial, venous, TCD, abdominal duplex, imaging and measuring abdominal organs and recognizing normal and abnormal echo patterns.

Prerequisite: VAST 1041, VAST 2060. Corequisite: VAST 2071.

VAST 2090 - Vascular Clinical III (11)

This course provides a culminating clinical setting experience which allows students to analyze information and procedural instruction provided throughout the program. In a variety of settings, students perform all noninvasive vascular procedures independently with the supervision of an appropriately credentialed technologist. They also participate in procedures such as abdominal and visceral, extremity venous, extremity arterial, and cerebrovascular. Emphasis is placed on skill level improvement and final completion of all required clinical competencies presented in previous courses and practiced in previous clinical vascular courses. Topics include: professional conduct; infection

control techniques; patient history; imaging and measuring abdominal organs and recognizing normal and abnormal echo patter; scope of practice of a vascular technologist; transporting patients; duplex, indirect, and TCD machine utilization; equipment utilization; procedural skills and patient care; and vascular procedures.

Prerequisite: VAST 2071, VAST 2080. Corequisite: VAST 2100.

VAST 2100 - Advanced Vascular Technology Registry Review (1)

This course will be an overall review of Vascular Ultrasound Technology. Topics include: normal and abnormal vascular anatomy, pharmacology, patholophysiology, physics/hemodynamics, test validation and measurements, vascular diagnostic procedures and laboratory values.

Prerequisite: VAST 2071. Corequisite: VAST 2090.

WELD - Welding

WELD 1000 - Introduction to Welding Technology (4)

This course provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, Oxyacetylene welding, and Welding career potentials.

WELD 1010 - Oxyfuel and Plasma Cutting (4)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating, oxyfuel cutting, and plasma cutting. Topics include: metal heating and cutting techniques, manual and automatic oxyfuel cutting techniques, oxyfuel pipe cutting, plasma torch and theory, plasma machine set up and operation, and plasma cutting techniques.

Corequisite: WELD 1000.

WELD 1030 - Blueprint Reading for Welding Technology (4)

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.

Corequisite: WELD 1000.

WELD 1040 - Flat Shielded Metal Arc Welding (4)

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.

Corequisite: WELD 1000.

WELD 1050 - Horizontal Shielded Metal Arc Welding (4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WELD 1060 - Vertical Shielded Metal Arc Welding (4)

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.

Corequisite: WELD 1040 WELD 1050.

WELD 1070 - Overhead Shielded Metal Arc Welding (4)

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.

Corequisite: WELD 1060.

WELD 1090 - Gas Metal Arc Welding (4)

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

WELD 1095 - Adv Gas Metal Arc Welding (3)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas metal arc welding (GMAW). Qualification tests, in all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GMAW safety and health practices; shielding gases; metal cleaning procedures; GMAW machines and equipment set up; selection of filler rods; GMAW weld positions; and advanced production of GMAW beads, bead patterns, and joints.

WELD 1110 - Gas Tungsten Arc Welding (4)

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.

Corequisite: WELD 1000.

WELD 1120 - Preparation for Industrial Qualification (4)

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.

Prerequisite: WELD 1000.

WELD 1150 - Advanced Gas Tungsten Arc Welding (3)

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.

Prerequisite: WELD 1000.

WELD 1151 - Fabrication Processes (3)

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

Prerequisite: WELD 1030.

WELD 1152 - Pipe Welding (4)

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).

Prerequisite: WELD 1000.

WELD 1153 - Flux Cored Arc Welding (4)

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.

Prerequisite: WELD 1000.

WELD 1156 - Ornamental Iron Works (4)

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.

Prerequisite: WELD 1000.

WELD 1330 - Metal Welding and Cutting Techniques (2)

This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

WELD 1500 - Welding & Joining Internship (3)

Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a hands on situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

Faculty and Leadership

Full-Time Faculty

Note: See www.gntc.edu for faculty contact information.

Adams, Tony - Instructor, Criminal Justice. M.P.A., Jacksonville State University; B.S., Jacksonville State University

Abrams, Steven - Program Director and Instructor, Auto Collision Repair.

Anderson, Pamela - Assistant Dean, Department Head and Instructor (Mathematics). M.Ed., West Georgia University; B.S., Berry College

Andrews, Donna - Department Head and Instructor, Biology/Natural Science. M.Ed. Jacksonville State University; B.S., Jacksonville State University

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Baker, Lindsey - Assistant Dean of English and Fine Arts and Instructor, General Education, English. M.A., University of Tennessee at Chattanooga, B.A., University of Tennessee at Chattanooga

Barrett, Michael - Program Director and Instructor, Surgical Technology & Central Sterile Processing. B.S., Bellevue University; A.A., Dalton State College; Diploma, Coosa Valley Technical College

Beam, Graceful - Assistant Dean of Business, Cyber & Public Service Technologies; and Instructor, Logistics and Supply Chain Management and Business Management.. M.A., University of Phoenix; B.A., Metropolitan State University of Denver

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Blevins, Melissa - Instructor, Adult Education. B.S., North Georgia College & State University; A.S., Young Harris College

Bowman, Susan – Instructor, Health Information Technology. A.A.S., Georgia Northwestern Technical College; Registered Health Information Technician; Certified Professional Coder

Bratton, Zenia - Program Director and Instructor, Respiratory Care. M.S., Troy University; B.B.A., East Tennessee State University; A.A.S., East Tennessee State University

Brewer, Cody - Instructor, Instrumentation and Controls. A.A.S., Georgia Northwestern Technical College

Browder, Robert - Program Director and Instructor, Commercial Truck Driving

Brown, David L. - Instructor, General Education (Physics). Ph.D., Ohio State University; M.S., Ohio State University; M.B.A., Ohio State University; B.S., University of Missouri

Brown, Jason – Instructor, Air Conditioning Technology. Diploma, Georgia Northwestern Technical College

Byrd, Jon - Program Director and Instructor, Aviation Maintenance Technology. A.A.S., Georgia Military College; F.A.A. Inspection Authorization (IA); F.A.A. Mechanic with Airframe and Powerplant Ratings (A&P); F.A.A. Certified Pilot; F.C.C. General Radiotelephone Operators License (GROL)

Cantrell, Anthony R. - Instructor, Computer Information Systems. M.S.C.I.T., Regis University; B.S., Covenant College; A.A.S., Floyd College; Diploma, Coosa Valley Technical College

Capes, Barbara - Instructor, Business Technology. M.Ed., University of Georgia; B.A., Winthrop College

Carter, Jennifer - Assistant Dean and Instructor, General Education (Psychology). Ph.D., Northcentral University; M.Ed., State University of West Georgia; B.S., Berry College

Carter, Scott - Program Director and Instructor, Electrical Systems Technology. Diploma, Coosa Valley Technical College; Electrical Contractor Class II – State of Georgia

Chadwick, Clint - Instructor, Welding and Joining Technology.

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Cochran, Brittany - Assistant Dean of Sciences and Instructor, General Education (Biology). M.S., University of Maryland

Cochran, Cinda G. - Clinical Coordinator and Instructor, Surgical Technology & Central Sterile Processing; Certificate, Surgical Technology, Coosa Valley Technical College; CST, (Certified Surgical Technologist); CRCST (Certified Registered Central Sterile Technician)

Cooper, Doug - Program Director and Instructor, Accounting. M.B.A., University of Tennessee at Chattanooga; B.S., University of Chattanooga

Cooper, Jeremiah - Instructor, Welding and Joining Technology. Diploma, Welding and Joining Technology, Georgia Northwestern Technical College; NCCER Certified Welding Instructor; AWS D1.1 Certified Welder; D1.5 Bridge Code Certified Welder

Corvey, Matthew - Instructor, Aviation Maintenance Technology. F.A.A. Mechanic with Airframe and Powerplant Ratings (A&P) Inspection Authorization (IA)

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Edwards, Michael - Program Director and Instructor, Electronics Technology.

Elrod, Brittany - Accessibility Services Coordinator (CCC & WCC), Instructor, General Education (Psychology). M.S., Walden University; B.S., Jacksonville State University

Elsberry, Lauren - Instructor, Nursing. M.S.N., University of West Georgia; M.B.A (Healthcare Administration), South University; B.S.N., University of West Georgia

Estes, Donna - Program Director/Instructor, Health Information Technology. M.P.M., Western Carolina University; B.S. Gardner Webb University; Registered Health Information Technician; Certified Professional in Healthcare Quality (Retired).

Everett, Sonja - Instructor, Cosmetology. State of Georgia Master Cosmetology License

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Henderson, Wayne - Instructor, Welding and Joining Technology. Certified Structural Steel Welder AWS/D1.1

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Hulsey, Deanna - Instructor, Cosmetology.

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