



SAVANNAH TECHNICAL COLLEGE

# 2014-2015 Catalog



Savannah

Liberty

Effingham

Crossroads

Fort Stewart AEC

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[www.SavannahTech.edu](http://www.SavannahTech.edu)

A Unit of the Technical College System of Georgia

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***The information contained herein is current as of August 2014  
and is subject to change***

*Please visit [www.savannahtech.edu](http://www.savannahtech.edu)  
for the most updated information*



## **WELCOME FROM THE PRESIDENT**

Let me be among the first to welcome you to Savannah Technical College. I encourage you to spend some time looking through our catalog. I am certain that you will find something that attracts your interest.

At Savannah Technical College, we offer more than one hundred associate degree, diploma and certificate programs ranging from our Associate of Science in Dental Hygiene to Commercial Truck Driving and many programs in between. Our classes are convenient – offered day, evening and online – so it's easy to fit education into your busy schedule. Whether you are exploring new career options, brushing up on your skills to advance in the workplace or pursuing skills that have long interested you, you can find just what you're looking for at our locations in Chatham County, Effingham County and Liberty County.

Our faculty members have proven expertise in their fields. You will benefit from our close relationships with employers throughout our region. In our classrooms and labs, you will gain the hands-on experiences that will ensure your success in the workplace after graduation - we guarantee it! We proudly partner with area businesses to create successful workforce development programs that benefit our students and the Community.

Savannah Technical College is a great value and is easily affordable. With a variety of financial assistance programs available, you can get started today. For many Georgia residents, military personnel and their dependents, the HOPE Scholarship and HOPE Grant assist with the cost of tuition. Federal Pell grants, VA, active duty military education and training assistance, direct student loans, private scholarships and college Work Study are other options for financial assistance.

You can get started now on a bright, new future. I encourage you to stop by the campus nearest you. I know that you will like what you see at Savannah Technical College.

We look forward to welcoming you to campus.

Dr. Kathy S. Love  
President

## **GENERAL INFORMATION**

### **Mission, Vision and Core Values**

#### **Mission Statement**

Savannah Technical College is committed to meeting the dynamic education, academic, and workforce development needs of individuals, employers and communities by creating opportunities through market-driven, environmentally conscious education offered in the classroom, laboratory, community, and online.

#### **Vision Statement**

Savannah Technical College will continue to be the premier provider of world class education, skills training, and lifelong learning for success in a global economy with our guiding principles of quality, integrity and sustainability.

#### **Core Values**

Savannah Technical College values quality, integrity and sustainability in all we do as individuals and as a teaching and learning community. We are committed to creating an environment that promotes behaviors and decisions to advance our mission and vision for success.

#### **Quality**

We will demonstrate that we value:

- Excellence by consistently meeting or exceeding the needs and expectations of our stakeholders, ourselves and our accrediting bodies.
- High academic standards by expecting the best of our students and ourselves.
- Creativity by being innovative and fostering new ideas.
- Learning by continuously improving our learning environment.
- Exceptional performance by recognizing and rewarding excellence in our students, faculty, staff and community.
- Professionalism by expecting and producing work and work environments of the highest quality.
- Vision by being forward thinking.

#### **Integrity**

Demonstrate the value of:

- Honesty by speaking and acting truthfully.
- Commitment by doing what we say we'll do.
- Collaborative involvement by providing for and encouraging shared governance.
- Teamwork by respecting the talents, feelings and contributions of all.
- Candor by offering and welcoming constructive assessment and suggestions for improvement.
- Fiscal responsibility by honoring our role as stewards of the public trust through efficient and effective use of our resources.
- Accountability by being responsible to stakeholders for our actions.

#### **Sustainability**

Demonstrate the value of:

- The environment by respecting and maintaining our physical resources and incorporating emergent technology in program content, delivery methods, and institutional administration.
- Mutual respect by building relationships that acknowledge the essential dignity of each individual.
- Diversity by valuing all races, genders, cultures, backgrounds, lifestyles, and abilities.
- Creating and sustaining an intellectually stimulating environment for our collective growth.
- Renewal by pursuing personal and professional development

#### **History of Savannah Technical College**

1929: The Opportunity School started through the sponsorship of the Savannah Chamber of Commerce. The original location was on Wright Square at Bull and State Streets in the building that would become the Wright Square Post Office.

1930: The school outgrew its first quarters and moved to the second and third floors above McCrory's at Bull and Broughton Streets. Courses were offered in general continuing education, distributive education and shop for boys. At the close of the 1930-1931 year, 466 students were enrolled.

1937: An Evening Trade Extension program started at the Savannah High and Cuyler Street schools and was later transferred to Beach High School.

1938: The school moved to the old Sunday School Building of the Independent Presbyterian Church at Bull and Hull Streets. During World War II, in addition to the regular business education classes, war production and shop classes were offered at the Bay Street location.

1959: Chatham County voters approve a \$750,000 Bond issue to match state construction funds for two area vocational-technical schools. In a joint venture between the Chatham County Board of Education and the State Board of Education, the school combined with the Harris Area Trade School to become the Savannah Area Vocational-Technical School.

1967: The Savannah Area Vocational-Technical School was officially dedicated to serve the five-county area of Chatham, Bryan, Effingham, Liberty, and Long counties.

1973: Plans were drawn up and the Savannah Chatham County Board of Education acquired 37.5 acres of surplus property from Hunter Army Airfield to construct a consolidated vocational-technical postsecondary school.

1978: Ground breaking ceremonies were held.

1981: Construction was completed at an approximate cost of nine million dollars. Regular classes started summer quarter and adult evening classes started that fall.

1984: The Savannah Tech Foundation and Advisory Council were created to raise money for scholarships, endowments and research grants. A 22,000 square foot building was renamed and dedicated the West Chatham Technology Center as a "Quick Start" Industrial Training Center to train employees for new and existing industries.

1989: Diploma programs for military personnel were established through the Army Education Center at Fort Stewart, Hinesville with 53 students.

1990: Fall Quarter, Savannah-Chatham County Board of Education and the Georgia Department of Technical and Adult Education approved an official name change to Savannah Technical Institute.

1991: The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) granted accreditation to award associate degrees and diplomas.

1995: The office located at the Army Education Center at Fort Stewart closed, moving operations to General Screven Way in Hinesville.

1997: Savannah Technical Institute came under the governance of the State Board of Technical and Adult Education on July 1, 1997 as the fifth largest of 33 technical institutes.

2000: On July 6, Governor Roy Barnes officially announced the name change to Savannah Technical College. The mission continues to focus on contributing to the economic, educational, and community development of Bryan, Chatham, Effingham and Liberty counties by providing quality technical education, continuing education, customized business and industry training, and adult literacy education.

2002: Savannah Technical College was recognized as the third fastest-growing two-year college of its size in the country by Community College Week. Enrollment climbed to more than 3,500 students.

2003: An era of unparalleled growth continued as construction was completed on two new state of the art instructional facilities on the Savannah campus, the Crossroads Technology Campus opened in Savannah, and construction began on a new Liberty Campus in Hinesville.

2004: The Liberty Campus opened on Airport Road at Technology Drive in Hinesville. The Savannah Technical College Foundation honored former Governor Zell Miller with the first annual Opportunity Award.

2005: Savannah Technical College regional economic impact determined to be \$87.5M annually; Savannah Technical College received the Georgia Focus Recognition Award for organizational performance.

2006: New facilities opened on the Savannah Campus - an expanded Campus Shop and a new One Stop Student Success Center bring new services to students. Enrollment at Liberty Campus set records; overall enrollment pushed 6,000.

2007: Crossroads Technology Campus opens eight new state-of-the-art wireless classrooms; the 11,716 square foot Effingham Campus opens. College's accreditation through the Commission on Colleges of the Southern Association of Colleges and Schools was reaffirmed.

2009: Construction began on a 55,000 square foot academic building..

2010: New Academic Commons building is completed and opened for classes. Savannah Technical College named by Community College magazine as one of the top 25 fastest-growing 2-year colleges of its size in the country, placing 22 among colleges serving between 5,000 and 9,999 students.

2011: Student Enrichment Center completed on the Savannah Campus, funded in part through private gifts to the Savannah Technical College Foundation. The 19,312 sq. ft. building includes 12 classrooms, self-paced labs and tutoring facilities. The College also transitioned from the quarter system to the semester system in the fall of 2011. The College adds Fire Science to program curriculum. The College broke ground on a 29,152-square-foot Aviation Training Center at the Crossroads Campus that will have a 5,000-square-foot hangar plus labs and classrooms. The College, along with the entire Technical College System of Georgia, transitioned all credit programs from the quarter system to the semester system effective fall semester.

2012: The Culinary Arts Department Head Chef Jean Vendeville was selected as the TCSG 2012 Instructor of the Year. The College signed an articulation agreement with Georgia Southern University and announces a new 74-credit hour associate of science degree in Logistics Management, which will transfer completely to GSU. The College opened a Dental Hygiene Facility at the Savannah Campus that includes 7,745 square feet of renovated space and 6,407 square feet of new construction. The College developed new programs for Sustainable Technologies and Culinary Baking and Pastry Arts.

2013: The Aviation Training Center was completed and all aviation-related programs were relocated to the Crossroads Campus. The College began the FAA certification process which would enable the offering of Airframe and Powerplant programs. Savannah Technical College opens newly remodeled Cosmetology and Barbering suites at the Liberty Campus. The College purchases first Alternative Fuel Vehicle (AFV) for instruction at Savannah Campus. The College signs partnership agreement with Armstrong Atlantic State University to ensure a seamless educational pathway for criminal justice students between two institutions of higher education.

### **Institutional Overview**

Savannah Technical College, the region's leading provider of market-driven, quality technical and adult education, has been meeting the needs of its community for more than three-quarters of a century. Building on a tradition of partnership, pride and service, the College serves almost 8,000 credit students each year in nearly 150 different instructional programs. Credit programs are offered in the fields of Business and Technology, Public Service, Industrial Technology, Aviation Technology, and Health Sciences. Over 5,000 additional students enroll in the College's Adult Education classes, industry-specific training, and continuing education.

Working closely with its business partners, the College develops programs that are designed to meet the changing needs of the regional economy with the flexibility and creativity necessary to sustain the workforce of the future. Each year, the College measures the retention, graduation, and job placement rates of all credit programs. This annual analysis allows the College to ensure the quality and necessity of the program offerings.

Through its commitment to quality, service and responsiveness to its community, Savannah Technical College will remain an integral force in the future growth and development of southeast Georgia.

### **Perkins Funds**

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

1. Developing a strong accountability system that ensures quality and results.
2. Strengthening the integration of academic, career and technical education.
3. Ensuring access to career and technical education for special populations, including students with disabilities.
4. Developing and improving curricula.
5. Purchasing equipment to ensure that the classrooms have the latest technology.
6. Providing career guidance and academic counseling services.
7. Providing professional development for teachers.

### **Warranty Statement**

If a Savannah Technical College graduate is educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, STC will re-train the employee at no instructional cost to the employee or the employer. This guarantee is in effect for a period of two years after graduation. The employer or graduate should contact the Vice President of Academic Affairs at Savannah Technical College to obtain more information or to file a warranty claim.

### **Library Resources**

The Savannah Technical College libraries support the academic and research needs of the students and faculty with facilities at all three campuses. Together, the holdings include approximately 36,000 books, 3000 DVDs/VHS tapes, relevant periodicals, 75,000 eBooks, and through GALILEO (Georgia Library Learning Online), over 15,000 full-text periodicals. The library works closely with the faculty in collection development to keep library holdings current to the different programs of study needs. The three libraries also provide student computer labs for use in study, projects, and research. Moreover, the computers have different instructional programs that are used by students for assignments or extra study. Library resources move freely between the three campuses in response to student and faculty requests. In addition, the libraries support the needs of a diverse distance education student population. The Savannah and Liberty Campus libraries are staffed with degreed trained professional librarians who teach bibliographic instruction and research methods to many classes. In addition, these trained professionals work individually with students providing assistance with assignments, projects, and research. The libraries are open days and evenings for easy student accessibility.

### **Accreditations**

Savannah Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097, 404.679.4500) to award the associate degree. Program accreditations are listed below:

#### **PROGRAM:**

#### **ACCREDITING AGENCY:**

Automotive Technology	National Automotive Technicians Education Foundation (ASE)
Culinary Institute of Savannah	American Culinary Federation Educational Foundations Accrediting Commission (ACFEFAC)
Dental Assisting	American Dental Association - Commission on Dental Accreditation
Dental Hygiene	American Dental Association – Commission on Dental Accreditation
Electronics and Computer Engineering Technology	Accredited by the Technology Accreditation Commission of ABET, <a href="http://www.abet.org">http://www.abet.org</a>
Learning Enrichment Center	College Reading and Learning Association – National & International Certification
Medical Assisting	The Savannah Technical College Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs under the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB- AAMAE), CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210 -2350.
Surgical Technology	Commission on Accreditation of Allied Health Programs

### **Administrative and Organizational Governance**

Savannah Technical College is a unit of the Technical College System of Georgia and is under the policy and administrative

control of the State Board of the Technical College System of Georgia. A Local Board of Directors composed of business and community leaders sets policies for the College consistent with those of the State Board. The Savannah Technical College Local Board of Directors meet ten times per year, every third Tuesday of the month, at 7:45 a.m. in the Executive Board Room on the Savannah Campus.

<b>Board of Directors</b>				
Donald Lovette, Chair Liberty County	Thurmond Tillman Chatham County	Cathy Hill Chatham County	Mary Warnell Bryan County	Tom Ratcliffe Liberty County
Terry Lemmons, Vice Chair Bryan County	Mary Chatman Chatham County	James Williams Chatham County	John Henry Effingham County	William Webster, Jr. Liberty County

### **Shared Governance**

Savannah Technical College believes and practices shared governance through the establishment and operation of a number of college-wide committees that contribute to the quality of instruction, student success, public safety and facilities and other important areas. The following Governance Committees have been established for 2014-15:

Curriculum	Strategic Planning Council
Facilities, Safety, and Security	Student Success Institutional
Effectiveness	Technology
Professional Development	President's Council

### **Savannah Technical College Foundation**

The Savannah Technical College Foundation raises private funds to support the College's efforts to enhance learning, workforce training, and economic development in Bryan, Chatham, Effingham and Liberty counties. The Foundation focuses its efforts on securing private gifts and grants to enhance student access and program quality by seeking donors and patrons for support of scholarships, endowments and grants to supplement educational opportunities, enhance faculty development and increase awareness of Savannah Technical College programs.

#### **Foundation Board of Trustees**

##### *Officers:*

Chair, Jim LaHaise, Ameris Bank  
 Vice Chair, Helen Downing  
 Secretary, John M. Coleman, Bonitz of Georgia, Inc.  
 Treasurer, Stan Sparks, Georgia Power  
 Past Chair, Scott Center, National Office Systems, Inc.

##### *Trustees:*

Jennifer Abshire, Abshire Public Relations,  
 Celia Dunn, Celia Dunn Sotheby's International Realty  
 Brian Foster, First Chatham Bank  
 Brynn Grant, Savannah Economic Development Authority  
 Lee Hughes, Hughes Public Affairs  
 Al Kennickell, The Kennickell Group  
 Pete Liakakis, United Detective Agency  
 Benjamin E. Price, Wells Fargo Advisors, LLC  
 Bradley Harmon, Hunter Maclean  
 Franklin Goldwire  
 George Holtzman, Coldwell Banker Commercial  
 Richard Henry, Holland, Henry & Bromley, LLP  
 Sam McCachern, Thomas and Hutton

## **STUDENT AFFAIRS**

### **Admissions Process**

Admission to Savannah Technical College is a multi-step process which consists of evaluation of prior academic experience and

assessment for postsecondary readiness of eligible applicants.

While Savannah Technical College does not require vaccinations or record of immunization for admissions, proof of certain vaccinations and immunization records are required after admission for some programs. Consult with the department head to determine if immunization records or additional vaccinations are required.

Savannah Technical College must verify lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws with the exception of dually enrolled students enrolled in a secondary institution. Students are classified as out-of-state or foreign until the lawful presence verification requirement is met.

### **Eligible Applicants**

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admissions. Presidents of Technical Colleges may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study.

### **Required Academic Criteria**

A General Education Diploma (GED) or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to Savannah Technical College unless otherwise specified by the program standards. Home school students may follow an alternative path for admission, described below. High school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED diploma or high school diploma.

In order to be accepted by Savannah Technical College, the applicant must have been awarded a high school diploma from a secondary school that is on the Technical College System of Georgia (TCSG) approved accreditation agency list. Graduates of unaccredited high schools must obtain a GED diploma.

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

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

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

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

The President of Savannah Technical College may waive the GED/high school diploma requirement for those secondary students or those pursuing a GED who are otherwise eligible to enroll in a specific program of study.

### **Admission Requirements**

#### **New Applicant**

Applicants who have had no previous college or university credit and desire to earn a diploma, degree, or certificate from Savannah Technical College are considered beginning students and must:

- Submit a completed admissions application to the Admissions Office.
- Pay a one-time non-refundable \$20.00 application fee. Submitting an application will create a \$20.00 charge regardless of enrollment status.
- Submit an official high school diploma or GED scores (in a sealed envelope). The applicant must request official

transcripts be mailed directly to the Admissions Office or hand delivered in a sealed envelope.

- Submit an official evaluation from an approved agency if the high school coursework was completed outside of the United States. Refer to the International Admissions section for a list of agencies.
- Schedule and attend a COMPASS BOOT CAMP to prepare for the COMPASS placement exam. Schedule the COMPASS placement exam or submit satisfactory SAT or ACT scores. The COMPASS test includes English, reading, and mathematics. Its purpose is to determine if a prospective student needs additional basic skills or courses before beginning a planned program of study. Contact Student Affairs for the most recent testing schedule.
- Attend an in-person Orientation session. All New and re-admitted students will be required to attend an in-person Orientation session before registering for classes.
- Complete the Free Application for Federal Student Aid (FAFSA) online (if seeking financial assistance) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or complete the HOPE Grant/ Scholarship Application at [www.GAcollege411.org](http://www.GAcollege411.org). Savannah Technical College's school code is 005618 for the FAFSA. Students must apply at least two weeks before the start of the semester to receive financial aid.

### **Former Students**

Students not enrolled at Savannah Technical College for one or more semesters must:

- Submit a completed admissions application to the Admissions Office. No application fee is required of former credit-seeking students.
- Meet Savannah Technical College's admission requirements in effect at the time of readmission.
- Submit all postsecondary (college/university) official transcripts (in a sealed envelope) from any college attended since last enrolled at Savannah Technical College.

If last enrollment date is more than five years, the student may have to re-submit transcripts from colleges and /or high school.

### **Transfer Students**

Applicants who have attended a postsecondary institution (college/university) and wish to enroll in a credit program must:

- Submit a completed admissions application.
- Pay a one-time non-refundable \$20.00 application fee. Submitting an application will create a \$20.00 charge regardless of enrollment status.
- Submit an official evaluation from an approved agency if the college coursework was completed outside of the United States. Refer to the International Admissions section for a list of agencies.
- Submit an official high school diploma or GED scores (in a sealed envelope). Transcripts are not required for applicants with an associate degree or a baccalaureate degree earned at a regionally accredited institution.
- Submit official transcripts (in a sealed envelope) from all postsecondary institutions (college/university) previously attended.
- Meet test score requirements for the chosen program of study. Placement scores may be waived if the applicant earns a grade of "C" or higher in College Algebra and English Composition from a regionally accredited college/university.

### **Transient Students**

Applicants enrolled at another college who wish to enroll at Savannah Technical College on a temporary basis are classified as a transient student. Savannah Technical College does not authorize financial aid for transient students; therefore, applicants will be required to pay all fees. Transient students must:

- Submit a completed application for admission.
- Pay a one-time non-refundable \$20.00 application fee. Submitting an application will create a \$20.00 charge regardless of enrollment status.
- Submit a transient agreement letter or approved transient form from the applicant's home school Registrar's Office verifying that the student is in good academic standing. The letter/form must list the course(s) for which the student is eligible to enroll.
- Submit a current transient agreement letter/form for each term of enrollment.

Applicants enrolled in Technical College System of Georgia institutions are eligible to apply for online courses through Georgia Virtual Technical College (GVTC). Visit [www.gvtc.org](http://www.gvtc.org) for application details and schedule.

### **ASSESSMENT**

The ability of a student to succeed in an occupational program at Savannah Technical College is greatly determined by the math and language skills possessed by that student. The College is committed to helping each student achieve at their maximum potential. It is the philosophy of Savannah Technical College that a student is not helped by being admitted into a program in which he or she



does not possess the basic education skills needed to succeed. Therefore, all students applying for diploma, degree and specified certificate programs must be assessed prior to acceptance to a program of study at the College. Students will then be admitted in accordance with the academic standards applicable to that program.

Assessment is far more comprehensive than the basic skills testing process. Assessment is the opportunity for and the responsibility of Savannah Technical College to collect information about prospective students that is relevant to their educational experience. This information should be used to assist each student to experience success in their educational endeavors.

Savannah Technical Colleges utilizes the Technical College System of Georgia state-approved assessment instruments (COMPASS, ASSET, COMPASS ESL) when evaluating students for program readiness.

In lieu of the state approved assessment instrument, Savannah Technical College may accept a student's official entrance score on a validated assessment instrument (SAT, ACT). The Technical College System of Georgia's Minimum Program Scores must be used when determining the appropriate entrance score for these alternative instruments. If a student's scores do not meet these state-established minimums, a student must be assessed using the state-approved instruments.

Official transcripts from an accredited institution approved by the United States Secretary of Education documenting equivalent program-level English and math coursework successfully completed at other postsecondary institutions may be used to document a student's basic education skills and eliminate the need to complete that portion of the assessment instrument. The scores made by a student on state-approved assessment instruments will be considered valid for placement purposes for a period of 60 months.

Upon completion of the application process and evaluation of assessment scores, the applicant will receive a letter providing notification of admission status. Applicants that have previously attended Savannah Technical College and would like to re-enroll after not being enrolled for one semester are required to re-apply for admission. Applicants may be required to re-test for placement if requirements for selected program have changed since last term of enrollment and if placement scores are older than 60 months (five years).

## **ADMISSIONS CATEGORIES**

Minimum admissions requirements shall be established for each program. Students shall be admitted to Savannah Technical College in one of the following categories: Regular; Provisional; Learning Support; Special; or Transient.

### **Regular Admit**

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

### **Provisional Admit**

Students who have met at least one of the COMPASS placement test score program requirements are admitted in a Provisional Admissions status. Provisionally admitted students must complete learning support course requirements before a certificate, diploma or degree is awarded. Students may enroll in certain occupational courses while in a provisional status but must meet all course pre-requisite and co-requisite requirements. All students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

Students who have successfully completed the diploma version of a Savannah Technical College degree program and who want to continue into the associate degree will be admitted provisionally to that program of study. If they haven't taken the Algebra portion of the COMPASS test, they will be tested but that score will not put them back into DV00. The cut score for the diploma level English is the same as ENGL 0098. We consider successful completion of ENGL 1010 or other diploma level ENGL as program ready for college level ENGL 1101, etc. Once the student successfully completes a college-level math, they will be changed from provisional to regular admit.

### **Learning Support**

Applicants who score below the provisional cut scores in English, math and reading are granted learning support status or referred to Adult Education. Students with Learning Support status may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, SEOG, or Federal Work Study).

### **Special Admit**

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma or associate degree are granted Special Admit status. Applicants that enroll as a special admit may apply up to a maximum of 17 semester credit hours into a specific program after achieving regular admit status. The number of hours taken as a special admit student does not waive the regular admission process. Students with this status are not eligible for financial aid. Students must submit a completed application for admission and documentation of lawful presence if seeking in-state tuition rate; pay a one-time non-refundable \$20.00 application fee; and provide documentation of proof of meeting specific Savannah Technical College prerequisite requirements. A college transcript and testing may be required based on the course prerequisites. Special Admit students may enroll in classes only on a space available basis.

### **Transient**

Applicants enrolled at another college who wish to enroll at Savannah Technical College on a temporary basis are classified as a transient student. Transient students are not eligible for federal financial aid (i.e. Pell, SEOG, or Federal Work Study).

### **DUAL ENROLLMENT AND JOINT ENROLLMENT**

Dual Enrollment and Joint Enrollment offer opportunities for students to earn a technical college credential while attending high school. A dual enrollment student earns high school credit while also earning postsecondary credit from the College. A joint enrollment student earns college credit, but no high school credit.

Both dual and joint enrollment prepare students for the workforce and allows them to experience postsecondary, technical college courses, facilitating a smooth transition for students as they graduate from high school and continue their education in a technical college. A student must be recommended by their high school in order to be accepted as a dual enrollment or joint enrollment student. The student must be on-track for graduation and meet regular or provisional test score requirements on the placement exam. Applicants must contact their guidance counselor to discuss additional high school/graduation requirements.

### **ACCEL PROGRAM**

Under the ACCEL program, an applicant may attend Savannah Technical College while also attending a Georgia high school. Students attending school full-time (all day) are not eligible for this program.

Applicants must adhere to the following admission requirements:

1. Be at least 16 years of age and classified as a junior or senior. Exceptional students may participate prior to 11th grade. Contact the High School Initiatives Coordinator for additional program details.
2. Submit a completed admissions application.
3. Complete the ACCEL application online at [www.GACollege411.org](http://www.GACollege411.org) and meet with high school guidance counselor to discuss course selection and high-school graduation requirements.
4. Submit an official high school transcript (in a sealed envelope).
5. Meet all assessment requirements for course placement. ACCEL students will not be permitted to enroll in Learning Support Courses. High school students must be Program Ready in Math to take degree level Math courses and Program Ready in Reading and Writing to take any other degree level courses.
6. Applicants desiring to transfer to colleges other than Technical College System of Georgia institutions must consult with the Admissions Office of the transfer institution.
7. Update the ACCEL application for each semester of enrollment.
8. Coursework completed prior to Fall 2011 are included in HOPE Scholarship paid hours. Coursework completed after Fall 2011 are not included in HOPE Scholarship paid hours.
9. The ACCEL program is only available during the academic year; courses may not be taken in the summer.

### **MOVE ON WHEN READY**

HB 149, "The Move on When Ready Act," permits 11th and 12th grade students to leave their assigned high schools and attend postsecondary institutions full-time to earn course credit that will apply towards high school graduation and college.

The [Move on When Ready Act](#) is intended as another option (not a replacement) for 11th and 12th graders, in addition to other regular dual enrollment programs, residential programs, early college, career academies and charter schools. MOWR program is only available to students entering the 11th or 12th grade and who spent the prior year (2 consecutive semesters) in attendance at a Georgia public



the following:

1. Photocopy of current visa
2. Photocopy of current I-94 or I-94 print out from [www.cbp.gov](http://www.cbp.gov)
3. If you are currently in J1/J2 status, then please submit a photocopy of DS-2019

### **Obtaining a Student Visa**

When an international student has been accepted by the College, the College will issue a form I-20 to the student. In order to complete the visa application process, follow these steps:

1. Obtain Form I-20 and a letter of acceptance from the school.
2. Pay SEVIS I-901 fee. Fee must be paid prior to the visa appointment with the U.S. Embassy. For payment options and further information, visit <http://www.fmjfee.com/index.html>. Student is required to bring a copy of the SEVIS fee payment receipt (showing proof of payment) to the visa interview.
3. Find the U.S. Embassy closest to your home at [http://travel.state.gov/travel/abroad\\_embassies.html](http://travel.state.gov/travel/abroad_embassies.html). Check the consulate's website to see if there are any special instructions for the consulate you will be visiting.
4. Make an appointment with the embassy for the visa interview.
5. The visa application process will differ for transfer and change of status students.

International students with admissions questions may contact the International Student Advisor at [international@savannahtech.edu](mailto:international@savannahtech.edu).

### **RESIDENCY INFORMATION**

A student's legal residence shall determine the tuition rate paid by the student.

- Students who are Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students.
- Out-of State students will be assessed tuition at a rate two times that charged Georgia residents.
- Non-Citizen students will be assessed tuition at a rate four times that charged Georgia residents.

Savannah Technical College must verify lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws. Students are classified as out-of-state or international rate until the lawful presence verification requirement is met. Verification procedures shall comply with O.C.G.A. 50-36-1.

Savannah Technical College shall require students to identify his or her country of lawful residence on the admissions application and shall require submission of other information necessary to make a determination of the student's legal domicile for tuition-rate and student advisement purposes.

### **Definitions**

**Academic Year:** an academic year at Savannah Technical College consists of the fall, spring, and summer semesters. The start and end dates of each semester are included in the published academic calendar. A summer semester is offered at Savannah Technical College.

**Accrediting Agency:** an association or agency recognized to function as an evaluator of the quality of the educational institutions and programs.

**Associate Degree:** a two-year college level Degree conferred on students by a postsecondary institution upon completion of a unified program of study in an academic discipline or major at the Undergraduate level. Associate Degrees typically require a student to earn at least 90 quarter or 60 semester hours of college credit.

**Award Year:** Beginning Fall Semester 2011, the award year will consist of a fall and spring semester with a shorter summer semester.

**Continuously Enrolled:** a student who is making satisfactory academic progress toward completion of a degree, diploma, or certificate program of study at an Eligible Postsecondary Institution, and such student is without a break in enrollment of more than one traditional academic quarter or semester. A student who is not enrolled for two or more consecutive academic quarters or semesters is not considered to be a Continuously Enrolled student.

**Degree:** a two-year Associate Degree conferred on students by a postsecondary institution upon completion of a unified program of study in academic discipline at the Undergraduate level.

**Dependent Student:** an individual under the age of 24 who receives financial support from a parent or United States court-appointed Legal Guardian whose federal or state tax return lists the individual as “dependent.”

**Diploma:** a credential indicating satisfactory completion of training in an academic program of study offered by a postsecondary institution that is not an Associate Degree.

**Domicile:** a person's present, permanent home where that individual returns following periods of temporary absence. Domicile, once established, shall not be affected by mere transient or temporary physical presence in another state. No individual may have more than one Domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of one's Domicile. To acquire Domicile, an individual must demonstrate the intent to remain permanently or indefinitely.

**Eligible High School:** any private or public secondary educational institution in the state of Georgia that is authorized to grant high school diplomas and is on the TCSG approved accreditation agency list.

**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); “Victim of human trafficking,” T-Visa holder (T-1, T-2, T-3, etc.), 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.

**Full-Time:** enrollment for the equivalent of at least 12 semester hours of postsecondary credit of a Matriculated student at a college in the Technical College System of Georgia.

**Full-Time Employment:** an individual who has an annual earned income reported for tax purposes that is equivalent to minimum wage earned by working forty hours per week during fifty weeks of work per year.

**Georgia Resident/Georgia Residency:** 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.

**Georgia Student Finance Commission (GSFC):** the agency responsible for administering postsecondary educational student financial aid programs for the State of Georgia.

**Independent Student:** an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or United States court-appointed legal guardian who has ceased to provide support and right to that individual's care, custody, and earnings.

**In-State Tuition Classification:** a status granted to a student, in accordance with the policies of the State Board of the Technical College System of Georgia, who has been determined to be eligible to pay tuition at the in-state rate.

**International Tuition Classification:** a status granted to a student, in accordance with the policies of the State Board of the Technical College System of Georgia, who has been determined to be ineligible to pay tuition at either the In-State Tuition Classification rate or the Out-of-State Tuition Classification rate.

**Legal Guardian:** an individual who has been granted custody of a Dependent Student (under the age of 24) by a court in the United States.

**Matriculated:** a student who is fully admitted and enrolled in a college in the Technical College System of Georgia in a unified academic program of study leading to a Degree, Diploma, or Certificate. Retroactively gaining Matriculated status will not establish retroactive eligibility.

**Military Personnel:** an active and full-time member of the Armed Forces of the United States, including members of the Army, Navy, Air Force, Marine Corps, and Coast Guard. Commissioned officers of the Public Health Service or the National Oceanic and Atmospheric Administration on active duty are also considered to be military personnel

**Non-Citizen:** a person who is not a United States born or naturalized citizen of the United States, including persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa and who do not otherwise meet the definition of an Eligible Non-Citizen.

**Non-Resident:** 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 at a technical college.

**Out-of-State Resident:** students who are residents of the United States but do not otherwise qualify as Georgia Residents. 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.

**Out-of-State Tuition Classification:** the status granted to a student, in accordance with the policies of the State Board of the Technical College System of Georgia, who has been determined to be ineligible to pay tuition at the In-State Tuition Classification rate.

**Out-of-State Tuition Waiver:** a waiver of the difference in tuition paid by students with an Out-of-State Tuition Classification and those with an In-State Tuition Classification, in accordance with the policies of the State Board of the Technical College System of Georgia.

**Parent:** the natural mother or father, adoptive parent, or United States court-appointed legal guardian of a student.

**Postsecondary Educational Institution:** an institution of higher education above the high school level.

**Reciprocity:** students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the TCSG, and for which the offering institution has been granted permission to award Reciprocity waivers.

**Residence:** the state within the United States of America where an individual currently lives. An individual may be residing in the State of Georgia and may be classified as having established residency in Georgia for securing marital status, a driver's license, or classification of taxpayer status, but does not meet the qualifications to establish Domicile in the State of Georgia.

**Technical Certificate of Credit:** a credential indicating satisfactory completion of training in an academic program of study offered by a postsecondary education institution which is not a Diploma or an Associate Degree.

**Tuition:** the charges to a student for instruction without regard to other fees such as technology, activity, athletic, health, etc.

**United States Citizen:** a citizen of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Mariana Islands.

## **Georgia Residency**

### **Dependent Students**

- A dependent student meets the Georgia residency requirements 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 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 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.

### **Independent Students**

An independent student meets the Georgia residency requirements 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 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 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 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.

### **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 students 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
  - **Any State:** Any valid drivers' license or ID card with this gold star ★ in the upper right hand corner
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory (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.

### **FEE WAIVERS**

The Commissioner of the Technical College System of Georgia grants presidents or their designee the authority to waive fees, with the exception of the "instructional and support technology fee." However, the presidents have the authority to waive the "instructional and support technology fee" for all dually enrolled or jointly enrolled high school students. A record of all waivers shall be maintained by the College in the BANNER student registration and account system.

For transient students enrolled in more than one Technical College during the same term, only the home Technical College shall charge the instructional support and technology fee. If the transient student is not attending the home college, the college that the student registered at first will charge the fee. The student is responsible for providing proof of payment to the remaining colleges they are registered at. In this case, the home college will not charge the fee. All other Transient Students shall pay the instructional support and technology fee.

All other mandatory and non-mandatory fees may be waived by the President provided written documentation to support such waivers

is maintained by the College.

All waivers of student tuition and fees not addressed specifically in TCSG's state board policy manual, section [V.K. Student Tuition and Fees](#) or in this procedure must be approved by the Commissioner of the Technical College System of Georgia. Written documentation for each waiver must be maintained by the College.

### **SENIOR CITIZEN WAIVERS**

Upon request, Georgia students sixty-two (62) years of age or older who are otherwise qualified may attend technical colleges, for credit courses only, without charge or payment of the standard tuition rate on a space available basis. This student must pay all fees. Students must wait until the first day of the term to register.

### **Eligibility for In-State Tuition Waivers**

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:

1. Employees and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
2. Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
3. Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
4. United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
5. United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
6. United States military personnel and their dependents that are domiciled in Georgia, but are stationed outside the United States;
7. Students who are domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in Savannah Technical College with a local reciprocity agreement;
8. 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 waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

### **Mandatory and Non-Mandatory Fees**

Mandatory fees are defined as fees which are paid by all students as required by the Technical College System of Georgia. Mandatory fees shall include, but are not limited to, the instructional support and technology fee, application fee, registration fee, student activity fee and the student accident insurance fee.

Non-mandatory fees are defined as fees which are paid by some students as required by each individual Technical College. Non-mandatory fees shall include, but are not limited to, parking fees and fines, late fees, library fees and fines, course fees, housing fees and food service fees.

### **AUDIT STUDENTS**

A student may choose to audit a class rather than take it for credit. By auditing the class, the student is allowed to attend class without meeting admission requirements and without receiving a grade or credit. Exceptions are off-campus clinical courses and courses with additional admissions requirements. Students who audit a class must pay the regular tuition, admission and registration fees. Students are not permitted to change from audit to credit.

### **TRANSFER STUDENTS**

#### **Articulation and Transfer**

In order to ensure that students are able to receive the maximum credit for prior learning experiences, Savannah Technical College commits to evaluate prior learning and award course credit based upon previous experience, formal or informal, resulting in advanced standing within a diploma/degree program of study.



## **Transfer Credit**

Course credit may be awarded for courses completed with a "C" or better from a college, university, or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Full credit will be awarded for courses taken under approved standards within the Technical College System of Georgia, subject to the receiving institution verifying that accreditation and instructor credentialing requirements are met.

A student who has previously attended a technical college, college or university may request an evaluation of a transcript for the purposes of awarding transfer of credit. Applicants seeking transfer credit must submit official transcript(s) from all post-secondary institutions attended and apply for admission at least thirty (30) days prior to enrolling at the college. An official transcript is one sent directly to Savannah Technical College or hand delivered in a sealed envelope with the official seal of the college. Credits from nationally or regionally accredited technical colleges, colleges or universities will transfer if:

1. An official transcript (in a sealed envelope) is on file from all postsecondary institutions attended.
2. The course(s) taken must essentially be the same content as the course(s) at Savannah Technical College and the course competencies must match.
3. Departmental recommendation for approval is granted when specified.

It may be necessary to provide Student Affairs with course descriptions. It is the responsibility of the student to obtain any additional information requested. Transcripts from outside of the U.S. must be processed by a recommended international educational credential agency. All documents written in foreign languages must be sent to a translation service who will then forward the evaluation to Savannah Technical College. Contact Student Affairs for contact names of translation and evaluation services.

The credits are posted to the student's academic record using a grade of "TR%" which is not calculated into the grade point average. Exemption exam credit awarded will use of the letters "EX" on transcript/permanent records. Articulated credit awarded should be indicated on transcript/permanent records by use of the letters "AC".

A student must complete at least 25% of credit hours of a particular program of study at Savannah Technical College in order to be awarded a technical certificate of credit, diploma or degree from Savannah Technical College. Some health occupation students must complete more than the 25% of credit hours in their program of study.

STC will award credit based on nationally normed exams including, but not limited to, the following:

CLEP - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services.

## **Transfer of Credit Process**

It is the students' responsibility to contact the Registrar's Office and request a transcript evaluation for transfer credit. Transcript evaluation and the transfer process may take from 2-4 weeks. The process will begin when all official college transcripts have arrived and the student has completed the application for admissions process. Verification of the institutions' accreditation as well as validation of instructor's credentials is often required. In some cases course competencies must be compared to TCSG Standards and Guides by program level experts.

## **Credit for Military Service**

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication, Guide to the Evaluation of Educational Experiences in the Armed Services). Credit will be given on the basis of individual evaluation. Creditable military experiences must closely correspond to courses in the Savannah Technical College curriculum in content and competencies. For additional information, contact the Registrar.

## **Secondary School Articulated Credit**

Statewide and local articulation and curriculum alignment agreements are in place to meet the needs of the community. Local and statewide articulation agreements serve students by facilitating the smooth transition of students from secondary to postsecondary technical colleges, encouraging postsecondary education and eliminating undue entrance delays, duplication of course content and/or loss of credit. Articulation agreements are signed and a copy stored in the High School Coordinator's Office.

A high school graduate can transfer articulated courses from high school into Savannah Technical College if all the following criteria are met:

1. Student must enroll in Savannah Technical College within 24 months of graduation to receive articulated credit.

2. Student must meet the admissions requirements of Savannah Technical College.
3. Student will be allowed to transfer credit to Savannah Technical College for each articulated course in accordance with the articulation agreement between Savannah Technical College and the school from which he/she graduated.
4. Student must make a grade of 70 or higher in a high school course listed on the articulation agreement and pass an exemption exam for the specific program.
5. Student must have an official transcript (in a sealed envelope) and documentation of the articulated credit submitted directly to the Registrar's Office at Savannah Technical College.

### **Advanced Placement Exams**

Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

For students with previous knowledge and skill acquired through experience or other means, credit may be obtained for certain specified courses by demonstrating mastery of the subject through written and/or performance exams. Exemption examinations are available in many courses at Savannah Technical College and can be taken only one time. Payment must be made prior to taking the exemption exams. Charges for the exemption exam are non-refundable and are not covered by financial aid. Students must make a passing 85 or better on the exemption exam to receive credit. Exemption exams cannot be taken for current courses or for courses previously taken.

Time Limits - Unless otherwise stated all time limits are from the date the course ended to first day of the semester in which the courses will transfer. Core classes have no time limit (English, Mathematics, Psychology, Speech, Humanities, Economics, etc.). Specific occupational courses are transferable, in most cases. However, if course content and competencies have changed significantly, faculty may request that students take courses again. This is for the protection of the student so that they are not set up for failure in more advanced classes. Students may appeal to the appropriate Dean of Academic Affairs or the Registrar; the final decision rests with the Registrar.

There is an eighty-four month time limit to transfer computer concepts and computer lecture courses. If over eighty-four months, see the credit by exam list to see if specific course(s) may qualify.

There is a sixty month time limit to transfer health occupation courses into Savannah Technical College for awarded credit in subject code ALHS. If over sixty months, see the credit by exam list to see if specific course(s) may qualify.

The Deans of Academic Affairs and the Vice President for Academic Affairs will approve any variation from the above; the final decision rests with the Vice President for Academic Affairs.

### **Transfer Guidelines (Internal)**

ENGL 1101 will substitute for ENGL 1010

Only a college-level (i.e. 1100+) Business Communications course or a 1105 Technical Communications will substitute for ENGL1012. MATH 1100, MATH 1111 or MATH 1101 will substitute for MATH 1012, MATH 1013, or MATH 1011. (MATH 1111, MATH 1101 or MATH 1100 meets the Area III requirement for associate degree general education core).

MATH 1013 will substitute for MATH 1012

MATH 1012 will not substitute for MATH 1011

PSYC 1101 will substitute for PSYC 1010

EMPL 1000 will not substitute for any MKTG course

PSYC 1010 will not substitute for EMPL 1000

### **Transfer Guidelines (External)**

All core classes will transfer in at the highest level – even if the student is not seeking an associate degree. The student is responsible for providing an official transcript for credit courses to be considered for transfer. A course letter grade of a C or better must be achieved to be considered for transfer. Credit hours assigned to transferred courses are the same as credit hours awarded at the sending institution when credits do not exceed the number of credit hours assigned for equivalent courses at STC. The maximum hours of credit given shall not exceed the number of hours awarded for the same course at STC. Any college-level English Composition course greater than 1101 may substitute for ENG 1101; Speech, Public Speaking, etc. will substitute for Speech credit.

## **CHANGE OF INFORMATION**

In order for all student records to be maintained in proper order, students must inform the Admissions Office and his/her advisor of any change in name, mailing address, email address or telephone number. Change of Information forms are available in the Student Affairs One Stop Center and must be completed and returned as soon as the change occurs.

## **STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

- The right to inspect and review the student's records within 45 days of the day the school receives a request for access. Students should submit written requests to the Registrar that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend a record as requested by the student, the school will notify the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors or Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Savannah Technical College to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## **Directory Information**

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

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

## **FERPA Objection**

Any adult student or minor student's parent who objects to the release of this directory information under FERPA should file an

objection in writing clearly stating what directory information should not be released to third parties. Forms are available in the Office of the Registrar for filing a FERPA Objection.

### **Gramm-Leach-Bliley Act**

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

### **Solomon Amendment**

Another federal law, known as the Solomon Amendment, requires Savannah Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as:

1. Name
2. Address
3. Telephone number
4. Age
5. Major
6. Date(s) of attendance
7. Degree awarded

### **Objection**

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

### **Third-Party Access**

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

## **FINANCIAL AID**

Financial aid is available to eligible students enrolled in Savannah Technical College. The information in this section will outline how to apply, eligibility requirements, and the types of financial aid available. Also included here are the requirements to maintain eligibility for federal and state financial aid.

To apply for federal and state financial aid, students should complete the Free Application for Federal Student Aid (FAFSA) form at least four weeks prior to the start of the term of enrollment. To complete the FAFSA, log on to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the FAFSA be sure to include the school code for Savannah Technical College (005618) and the results will be sent to the school electronically. If assistance is needed to complete the online application, students may visit the Student Affairs Office at a local campus and a financial aid representative will assist. Students may call the Financial Aid Office at 912.443.4795 (Savannah/Crossroads); 912.408.3024 (Liberty); 912.754.2880 (Effingham).

### **Financial Assistance**

Savannah Technical College has several types of financial assistance to help qualifying students pay for their education. Scholarships and grants are free money funded through federal and state government sources. State and Private Education Loans are available to students who qualify. Students may also be eligible for assistance through outside resources such as Military and Veteran's Education Benefit Programs (including MyCAA, Tuition Assistance Chapter 30, 31, 33, 35, 1606/1607), and Workforce Investment Act programs through the Department of Labor.

All financial aid programs operate on an Award Year basis that begins July 1 and ends June 30. Students must reapply each year in order to continue receiving financial aid.

### **Eligibility Requirements**

To qualify for most types of financial aid, students must:

1. Be enrolled as a regular or provisional student in an eligible Technical Certificate of Credit, Diploma, or Associate Degree Program;
2. Be a U.S. citizen or eligible non-citizen;
3. Have earned a high school diploma or equivalent (GED);
4. Be registered with Selective Service, if required;
5. Not be in default on a federal student loan or owe a refund on a previously received grant;
6. Agree to use any funds received only for educationally related purposes;
7. Maintain satisfactory academic progress in accordance with Savannah Technical College policy;
8. Certify that they will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid;
9. Not be recently convicted on felony drug related charges;
10. Meet other program requirements.

#### **Types of Financial Aid Available:**

##### **Federal Pell Grant** — <http://www.studentaid.ed.gov>

A federally funded grant to help students, who have not already earned a bachelor's degree, pay for their education after high school. The amount a student receives will depend on the Expected Family Contribution (EFC), which is based on the results of the Free Application for Federal Student Aid (FAFSA) form, the number of credit hours for which a student is registered, the cost of attendance, program eligibility and the size of the federal appropriations. Federal regulations limit the lifetime amount a student may receive in Pell Grant funding to a maximum of 12 semesters or 600%.

##### **Federal Work-Study (FWS)** — <http://www.studentaid.ed.gov>

A federally funded program administered by the college that provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. Students must be enrolled in an approved diploma program or an associate degree program to be eligible. The procedures for applying for the Federal Work-Study program are as follows:

1. Once registered for classes, students must consult with the Financial Aid Office to obtain the requirements of the Work-Study Program.
2. The Financial Aid Office will determine a student's eligibility for Work-Study based on Federal regulations defining financial need.
3. The Financial Aid Office gives a State Security Questionnaire/Loyalty Oath (background check) form to those students that are determined eligible.
4. Once the background check has cleared, the student applicant is referred to the department with the open job availability.
5. The department will contact the candidates chosen for a job interview, select those to be employed, and notify the Financial Aid Office.
6. The Financial Aid Office will submit the Work Study contract information to Human Resources.
7. The newly hired student will complete the required paperwork and return it to Human Resources.
8. Student employees will submit weekly time sheets signed by their supervisor to the Payroll Office each Friday.
9. The Financial Aid Office maintains a record of hours worked and salary information on student employees.

##### **Federal Supplemental Educational Opportunity Grant (FSEOG)** — <http://www.studentaid.ed.gov>

A federally funded grant program administered by the college that provides assistance for students with demonstrated financial need based on the Expected Family Contribution (EFC) as determined by the FAFSA form. The amount for which a student is eligible each semester may range from \$100 to \$4,000 depending on the funding available. Priority is given to Pell Grant recipients who have the lowest expected family contribution (EFC) and who are enrolled for at least 6 credit hours each semester.

##### **Federal Direct Stafford Loans** — <http://www.studentaid.ed.gov>

Savannah Technical College no longer participates in the Federal Direct Loan program. Students with prior Direct Loans are still obligated to repay those loans and will be eligible for in-school deferments while enrolled at least half-time. For details on deferment, forbearance, and repayment options, consult with your loan servicer.

##### **Georgia's Helping Outstanding Pupils Educationally (HOPE) Grant** — <http://www.GAcollege411.org>

The HOPE Grant Program provides grant assistance to residents of Georgia pursuing certificates or diplomas at Georgia's public postsecondary institutions. Unlike the HOPE Scholarship Program, students are not required to graduate from high school with a specific grade point average. However, students are required to maintain satisfactory academic progress at the college and maintain a minimum postsecondary cumulative grade point average of 2.00 at certain check points. The purpose of the HOPE Grant Program is to encourage Georgians to obtain technical training in order to increase the knowledge and skills of Georgia's workforce.

**General Eligibility Requirements:**

- Must be a legal resident of Georgia for 12 consecutive months preceding the first day of classes of the school term for which the HOPE Grant is sought prior to Fall Term 2011; after Fall Term 2011, must be a legal resident of Georgia for 24 months.
- Must be enrolled in an eligible postsecondary institution.
- Must be a U.S. Citizen or an Eligible Non-Citizen for 12 consecutive months preceding the first day of classes for the school term which the HOPE Grant is sought.
- Must not be in default on a Federal Title IV or State of Georgia educational loan, nor owe a refund on a Federal Title IV or State of Georgia student financial aid program.
- Must be in compliance with the United States Selective Service System requirements.
- Must maintain Satisfactory Academic Progress, as defined by the institution.

**Specific Requirements for Diploma or Certificate Programs**

- Must meet cumulative grade point average (GPA) requirement of 2.0 after attempting the 30 and 60 semester credit hour check points.
- Eligible students may receive the HOPE Grant for up to a total of 63 semester credit hours, provided they make satisfactory progress and have a 2.0 in the semester they attempt the 30th and 60th hour.

**Strategic Industries Workforce Development Grant (SIWDG)** — <http://www.GAcolllege411.org>

State of Georgia student financial aid program that provides grant assistance to Georgia Residents seeking certificates or diplomas in designated Commission approved programs of study.

**Zell Miller Grant** - <http://www.GAcolllege411.org>

The Zell Miller Grant Program provides grant assistance to residents of Georgia pursuing certificates or diplomas at Georgia's public eligible postsecondary institutions. The Zell Miller Grant Program does not include a high school academic requirement; however, recipients are required to have a minimum postsecondary cumulative grade point average of 3.5 at the end of each term.

**Georgia's Helping Outstanding Pupils Educationally (HOPE) Scholarship** — <http://www.GAcolllege411.org>

HOPE Scholarship is a state tuition assistance program funded by the Lottery for Education and will pay a tuition amount determined by the Commission for eligible students.

**General Eligibility Requirements:**

- Must be a legal resident of Georgia for 12 consecutive months immediately prior to the first day of classes of the school term for which the HOPE Scholarship is sought prior to Fall Term 2011; after Fall Term 2011, must be a legal resident of Georgia for 24 months.
- Must be enrolled in an eligible postsecondary institution.
- Must be a U.S. Citizen or an Eligible Non-Citizen for 12 consecutive months immediately prior to the first day of classes for the school term for which the HOPE Grant is sought.
- Must not be in default on a Federal Title IV or State of Georgia educational loan, nor owe a refund on a Federal Title IV or State of Georgia student financial aid program.
- Must be in compliance with the United States Selective Service System requirements.
- Must maintain Satisfactory Academic Progress, as defined by the institution.

**Specific Requirements for Entering Freshmen Enrolling In Degree Programs:**

- Must be a 1993 or later graduate of an eligible Georgia high school.
- Must have met curriculum requirements and earned at least a 3.0 cumulative GPA in a college preparatory track or a 3.2 for all other tracks.
- Eligible students may receive the scholarship for up to 127 semester credit hours, provided they make satisfactory academic progress and have a 3.0 cumulative GPA in the semester that they are attempting to complete the 30th, 60th, and 90th hour.

### **HOPE Scholarship for All Other Degree-Seeking Students**

Students who graduated from high school prior to 1993, or students not academically eligible for the HOPE Scholarship immediately after high school graduation, may (within the seven years immediately following graduation) be eligible for the HOPE Scholarship if a cumulative GPA of 3.0 or higher is obtained after attempting 30, 60, or 90 credit hours of study in a degree program. Hours attempted in a certificate or diploma program which do not transfer into a degree program will not meet the requirement. All students must complete an Evaluation for HOPE Scholars form to be considered for HOPE Scholarship for enrollment in a degree program. Contact the Financial Aid Office to obtain a copy of the form.

### **HOPE General Education Development Diploma (GED) Program — <http://www.GAcollege411.org>**

HOPE GED is a state grant awarded for a one-time non-renewable payment of \$500 to Georgia GED test takers who pass the GED exam after July 30, 1993. After passing the GED exam, graduates will receive a voucher from Georgia Student Finance Commission (GSFC) for \$500 in the mail. Graduates must enroll and attend classes in order to use their voucher. The voucher must be signed and brought to the Financial Aid Office.

#### **General Eligibility Requirements:**

- Must be a legal resident of Georgia for 12 months prior to Fall Term 2011; after Fall Term 2011, must be a legal resident of Georgia for 24 months.
- Must be a U.S. Citizen or Permanent Resident Alien.
- Must not be in default on a Federal student loan and/or owe a refund on a Federal Title IV aid program.
- Must be in compliance with United States Selective Service System requirements. Not required to be meeting postsecondary institution's Satisfactory Academic Progress policy.

### **Zell Miller Scholarship Program — <http://www.GAcollege411.org>**

A merit based scholarship program with specific academic and grade point average eligibility requirements designed to encourage the academic achievement of Georgia's high school students and Georgians seeking degrees from postsecondary institutions in Georgia. Zell Miller Scholarship will pay a tuition amount determined by the Commission for eligible students.

#### **General Eligibility Requirements:**

- Must be a legal resident of Georgia for 12 consecutive months preceding the first day of classes of the school term for which the HOPE Scholarship is sought prior to Fall Term 2011; after Fall Term 2011, must be a legal resident of Georgia for 24 months.
- Must be enrolled in an eligible postsecondary institution.
- Must be a U.S. Citizen or an Eligible Non-Citizen for 12 consecutive months preceding the first day of classes for the school term for which the HOPE Grant is sought.
- Must not be in default on a Federal Title IV or State of Georgia educational loan, nor owe a refund on a Federal Title IV or State of Georgia student financial aid program.
- Must be in compliance with the United States Selective Service System requirements.
- Must maintain Satisfactory Academic Progress, as defined by the institution.

#### **Specific Requirements:**

- Graduate from an eligible high school with a minimum of 3.70 Cumulative Grade Point Average on a 4.00 scale as calculated by GSFC.
- Receive a minimum score of 1200 combined critical reading and math on a single administration of the SAT at the time of high school graduation or receive a composite scale score of 26 on a single administration of the ACT at the time of high school.

### **Georgia's Helping Educate Reservists and their Offspring (HERO) Scholarship — <http://www.GAcollege411.org>**

A state funded award created to provide financial aid to students seeking a postsecondary education, who are current members of the Georgia National Guard and U.S. Military Reserves who have served in a combat zone. The children of such service men and women and their surviving spouses are also eligible to receive the scholarship. Recipients may receive up to \$2,000 per academic year or \$1,000 per semester for any two semesters (fall, spring, or summer). The award amount is subject to change during the Award Year. A student must be a Georgia resident in order to receive the HOPE HERO. No student shall receive payment for more than two



semesters or three quarters for an Award Year. For eligibility criteria and official program regulations, please visit the Paying for College tab at the website listed above.

**ACCEL Program** — <http://www.GAcollge411.org>

The ACCEL Program offers Georgia public and private high school students the opportunity to earn credit hours toward an Associate or Baccalaureate Degree as they simultaneously meet their high school graduation requirements as Dual Credit Enrollment students by providing financial assistance toward their postsecondary educational costs. In order to be eligible for ACCEL funds, a high school student must be taking coursework leading to an Associate or Baccalaureate Degree. A high school student cannot receive assistance from the ACCEL Program for postsecondary courses that are part of a Technical Certificate or Diploma program of study.

The award amount received by eligible students and the total amount of funds appropriated for the program are established each year by the Georgia General Assembly during the prior legislative session and are subject to change during the Award Year. The ACCEL Program was established beginning with the 2004-2005 Award Year (State Fiscal Year 2005) and is administered by the Georgia Student Finance Commission, in accordance with these regulations. State revenues will provide funding for this program, as authorized each year by the State of Georgia's Annual Operating Budget.

**Georgia's Student Access Loan – Technical (SALT)** - <http://www.GAcollge411.org>

The Student Access Loan Program is a need-based, low interest loan program administered by the Georgia Student Finance Authority (GSFA). The SALT Program may be funded by state general funds, proceeds from the Georgia Lottery for Education and public and/or private donations. The purpose of the program is to assist with the affordability of a college education at one of Georgia's public technical colleges and encourage timely persistence to the achievement of postsecondary credentials. The loans, or portions of the loans, are forgivable for recipients who graduate with a minimum cumulative grade point average of 3.5.

**Georgia's Student Access Loan Program (SAC)** — <http://www.GAcollge411.org>

The Student Access Loan (SAL) Program is a need-based low interest loan program administered by the Georgia Student Finance Authority (GSFA). The Student Access Loan Program may be funded by state general funds, proceeds from the Georgia Lottery for Education and public and/or private donations. The purpose of the program is to assist with the affordability of a college education, encourage timely persistence to the achievement of postsecondary credentials and incentivize loan recipients to work in public service. The loans or portions of the loans are forgivable for recipients who work in certain occupations. Recipients are selected through a lottery process and must first exhaust eligibility for all federal loans.

**OTHER FINANCIAL AID OPTIONS**

**Veterans Assistance (VA)** — <http://www.gibill.va.gov>

Credit programs at Savannah Technical College are approved for Veterans Affairs Educational Benefits. Students eligible for Veterans Affairs Educational Benefits should contact the Financial Aid Office or visit our website at:

<http://www.savannahtech.edu/portals/military>. Application forms and assistance in filing for education benefits is available from the Financial Aid Office.

Veterans must attend scheduled classes and be in good academic standing to receive benefits. Benefit payments will not be made for courses from which the student does not continue to attend. Receiving Veterans Affairs Education Benefits does not prevent a student from applying or receiving other forms of financial aid. For specific questions regarding individual eligibility, contact the VA Atlanta Regional Processing Office at 1.800.827.1000.

**Workforce Investment Act (WIA)** - [http://www.dol.state.ga.us/find\\_one\\_stop\\_centers.htm](http://www.dol.state.ga.us/find_one_stop_centers.htm)

The purpose of this act is to prepare economically disadvantaged youth and unskilled adults or persons facing serious barriers to employment with the training necessary for entry into the labor force. Contact the Department of Labor for more information.

**Division of Rehabilitation Services**

Assistance is available for qualifying handicapped students. Students should contact the local Department of Human Resources, Division of Rehabilitation Services with the Department of Labor for more detailed information.

**Outside Scholarships/Other Resources**

<http://www.savannahtech.edu/financial-aid/types-of-financial-aid/outside-sources/>

Various civic, social, professional and other organizations provide scholarships for deserving students. In most cases, scholarships are awarded based upon academic performance, financial need and availability of funds. Contact the Financial Aid Office for more information.



## **HOW TO APPLY FOR FEDERAL FINANCIAL AID**

Students interested in federal financial aid and enrolling in federally approved programs of study must complete the Free Application for Federal Student Aid (FAFSA) form. Students must use their legal name as it appears on their social security card. Using a different name may result in a delay in processing. Savannah Technical College's Title IV Institution School Code is 005618. Instructions on how to complete the online FAFSA application are available online at <http://www.fafsa.ed.gov>. Students may contact the Financial Aid Office for more information and assistance when completing the form.

Once the FAFSA application is completed online, the students should electronically sign the application with a PIN number provided by the Department of Education (DOE). The Central Processing Center (CPS) will then determine eligibility for financial aid within 72 hours. A Student Aid Report (SAR) will be emailed to the student and a copy sent electronically to the college within 3-5 business days. The student should review the Student Aid Report (SAR) to verify the accuracy of the submitted information.

If a FAFSA has been submitted and processed, there is no need to submit a separate application for the State Aid programs (HOPE, Zell, SWIDG, SAL, SALT). This is due to the Federal and State Processing Centers sharing information. Determination of eligibility will be made once all required forms and documents are received and processed.

## **HOW TO APPLY FOR STATE FINANCIAL AID**

Students enrolling in a non-Pell eligible program must either complete a FAFSA or the GSFAPPS HOPE Application at <http://www.GAcollege411.org>. This form, as well as any other forms, must be completed, submitted, and processed before the determination of any eligibility can be made by the Financial Aid Office. If a student's schedule or major changes after registration, the financial aid award is subject to change.

## **VERIFICATION**

Students who complete the Free Application for Federal Student Aid (FAFSA) may be selected by the Department of Education for a process called verification. If selected, the student must provide documentation verifying that certain items of the FAFSA are accurate. Documentation may include, but is not limited to:

1. Official copies of student and parent (if dependent) or spouse (if independent) Federal IRS Tax Return Transcript. Must obtain document from IRS.
2. Tax and Income Form with copies of W-2's of student, spouse, or parent.
3. Student's Social Security Card.
4. SNAP (Supplemental Nutrition Assistance Program) form, also known as food stamps, and, if requested, a copy of benefit reports.
5. Child Support Paid form.
6. Copy of divorce or separation documentation.
7. Birth Certificate.
8. Other documents that provide proof of income or asset value.

A student's application that is selected for verification will be placed in a pending status and will receive no further processing until all requested materials have been received by the Financial Aid Office.

## **FINANCIAL AID AWARDS**

Eligibility for financial aid is based on the results of the FAFSA, cost of attendance, financial need, enrollment in an eligible program of study, scheduled enrollment (full-time/part-time), satisfactory academic progress, and the funding available. Once all required documentation is received, the financial aid office sends an Award Notification email to the student's Savannah Tech student email address. Students may also track and view their financial aid and processing status through BANNER web self-service.

## **FINANCIAL AID DISBURSEMENT**

All federal and state financial aid is paid to the college and applied to student accounts based on enrollment and eligibility at the time of disbursement. Federal and state financial aid is applied first toward tuition and fees each semester. If the amount of financial aid exceeds the direct cost of tuition and fees, any excess financial aid will be made available to the student approximately four weeks after the start of the term. Excess financial aid is made available through paper checks that are mailed to students after the fourth week of the term.

The purchase of books and supplies for Pell Grant eligible students will be available by the first day of class at Savannah Technical College. The college will provide a voucher from the Campus Shop to assist students in obtaining or purchasing books and supplies no later than the 7th day of a payment period (term).

### **SAVANNAH TECHNICAL COLLEGE REFUND POLICY**

Savannah Technical College offers a three-day No Harm No Foul period allowing students three calendar days from the start of the semester to withdraw without penalty and receive a 100% refund. Any payments received will be returned to the student and any financial aid received will be refunded to the appropriate financial aid program. No refund of tuition or fees will be made after the third calendar day of the semester. Examples of refund calculations are available in the Financial Aid Office.

#### **Refunds of Tuition and Fees**

1. Students withdrawing from a course by the end of the third day of the term and no shows shall receive a 100% refund of applicable tuition (hours below the 15 hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar.
2. Students who withdraw from a course after the third day of the term shall receive no refund.
3. For those students receiving federal financial aid, the technical colleges shall make available Consumer Information that may be found at [www.ifap.ed.gov](http://www.ifap.ed.gov) under the appropriate aid year's Handbook. Although there will be no refund of tuition and fees after the third day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

#### **Campus Shop Refund Policy**

College ID is required to purchase or return textbooks or merchandise. All Financial Aid and rentals, purchases, refunds, and/or exchanges must be within 8 days of the date of purchase.

1. Refunds/exchanges on textbooks only within 8 days from the date of purchase.
2. Original receipt is required for refund or exchange on unopened/original condition textbooks. Exchanges or returns will not be allowed for books when the shrink wrap has been removed or disks and access codes have been opened. Refund or exchange must be within 8 days from the date of purchase. Allow 4-6 weeks for processing with a check purchase.
3. Refunds will not be made on non-required books, supplies, general merchandise, backpacks, clothing or candy/snacks/drinks.
4. Rented textbooks must be returned no later than the last day of the term.

#### **Federal Refund Policy for Students Who Withdraw (Return of Title IV Aid)**

Students who find it necessary to withdraw from all courses during a semester and are receiving assistance from Title IV programs (Federal Pell Grant, or SEOG), will be subject to the Return of Title IV Aid refund policy. This policy is based on federal regulations and requires the college to calculate the amount of financial aid earned based on the number of calendar days in the semester and the number of calendar days completed (based on last date of attendance). Students who withdraw after the 60% point of the semester earn 100% of the financial aid and no refunds are required. Students who complete less than 60% will earn only a portion of the financial aid. The unearned portion will be refunded to the source of financial assistance.

The federal aid earned is first used to pay the tuition, fees, and Campus Shop charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the excess will be sent to the student. If the amount of federal aid earned is insufficient to cover these charges, the student is liable for these charges.

### **SATISFACTORY ACADEMIC PROGRESS**

Federal and state regulations require students meet minimum academic requirements to remain eligible for financial aid each semester. In order to maintain financial aid eligibility at Savannah Technical College, students must meet minimum cumulative Grade Point Average (GPA) and completion rate requirements as well as successfully complete, within a maximum timeframe, all coursework required for completion of the chosen program of study.

**Savannah Technical College requires all financial aid recipients (full and part-time) maintain an overall GPA of 2.0 and successfully complete, with a grade of "C" or better, at least 67% of all credit hours attempted.**

Satisfactory Academic Progress is evaluated after grades are issued each semester. Grades of "A", "B", and "C" are considered successfully completed while grades of "D", "F", and "WF" will negatively affect the grade point average. Grades of "U", "W", "WP", "WF", "D", and "F" are not considered satisfactory grades and are included in the total credit hours attempted. Grades of "I", "TR%",

"IP", "EX", "AU", repeated courses, and Learning Support courses are included in the total hours attempted and applied toward the completion rate and maximum timeframe when computing Satisfactory Academic Progress. Learning Support grades are not included in the GPA calculation for financial aid purposes.

Transfer credits from other schools accepted by Savannah Technical College will be counted toward completion as both hours attempted and hours successfully completed. A transfer student is considered to be making satisfactory academic progress during the first semester of enrollment at the institution. After the first semester, the student will be responsible for meeting all Satisfactory Academic Progress requirements.

Students are expected to know and understand the SAP policy. The Financial Aid Office will notify students of their status via their student e-mail address. Students that do not receive notification because they did not check their student email or provide current address information are not excused from financial aid warning, probation, or suspension nor are they exempt from appealing in a timely manner. Students may log into BANNER Web at any time to check their status.

#### **Maximum Time Frame (150% Standard)**

Students must complete their program of study within 1.5 (150%) times the normal length of a program of study. This includes all credit hours attempted whether they are completed or passed. For example, if a program of study is 36 credit hours, the maximum timeframe to complete the program and receive financial aid is 54 attempted credit hours ( $36 \times 1.5 = 54$ ). The maximum timeframe will vary depending upon the length of the program of study. Students required to enroll in Learning Support courses may receive federal aid for up to a maximum of 30 attempted semester credits of Learning Support courses. To avoid exceeding the maximum timeframe for completion, students are encouraged not to change their major more than twice.

#### **Financial Aid Warning**

Students who fail to meet the minimum cumulative GPA or fail to complete a cumulative minimum of 67% of attempted credits at the end of a semester will automatically be placed on financial aid warning for the subsequent semester of enrollment. During the warning period, students remain eligible for federal and state aid and must improve their academic standing in order to meet the minimum requirements. An appeal is not required for this status. Students will be notified by email and in writing when they are placed on warning status.

#### **Financial Aid Suspension**

Failure to meet the minimum 2.0 GPA or 67% course completion requirements by the end of the financial aid warning period will result in the suspension of financial aid eligibility. Students placed on financial aid suspension will not be eligible for federal or state financial aid until the cumulative GPA of 2.0 is met and a minimum of 67% of attempted credits have been successfully completed. Students will be notified by email and in writing when aid eligibility has been suspended. Students have the right to appeal the suspension and request reinstatement of eligibility.

#### **Appeal of Financial Aid Suspension**

If financial aid is suspended, students have the right to petition the Financial Aid Appeals Committee for reinstatement of federal and state financial aid eligibility. Students must submit to the Financial Aid Office, by the published deadlines, a completed/signed Appeal of Financial Aid Suspension form, a written statement describing the basis for the appeal and must include supporting documentation (i.e., death of a relative, an injury or illness of the student, or other special circumstances). Requests for appeal without letter of explanation and supporting documentation will not be considered and automatically denied.

For those students who have exceeded the 150% maximum timeframe, in addition to the appeal form and written statement, students must meet with their division Dean to obtain an Advising Checklist outlining the coursework remaining and timeline for completion. Requests for appeal without letter of explanation and/or Advising Checklist will not be considered and automatically denied. The Financial Aid Appeals Committee will consider each appeal on a case-by-case basis.

Notification of the committee's decision will be sent to the student's Savannah Tech student email and a letter mailed to the most current address on file.

#### **Financial Aid Probation**

If an appeal or extension of eligibility is approved by the committee, a student's federal and state financial aid eligibility will be reinstated on a probationary basis and progress will be monitored each semester. Students will be notified by STC student email and in writing by regular mail of the conditions of their probation. An appeal or extension approved by the committee may require that certain conditions be met in order for a student to remain eligible for federal and state financial aid during the subsequent semester of enrollment. The Financial Aid Office will continue to monitor each recipient's academic progress to ensure that the conditions of the probationary status are successfully completed. Failure to meet the conditions of the probationary status will result in immediate suspension for subsequent term. Notification will be sent by STC student email and regular mail.

#### **Denied Appeals**

Students will be notified by STC student email and regular mail of the committee's decision. Students for whom an appeal for financial aid reinstatement is denied may continue enrollment at Savannah Technical College at their own expense.

Students who feel their appeal was unjustly denied by the Financial Aid Appeals Committee may petition the Vice President for Student Affairs for a second level review. Students should contact the Financial Aid Office for instructions on the second level appeal process.

### **Regaining Eligibility**

Students who have not exceeded the 150% maximum timeframe and were denied reinstatement may regain financial aid eligibility by completing with a grade of B or higher a minimum of six (6) credits at their own expense. Once a student successfully completes the six credits, they may submit a new appeal for the subsequent semester of enrollment.

Students who have exceeded the 150% maximum timeframe and the appeal for extension is denied cannot regain eligibility for the same program of study. Student will need to find an alternative source of funding.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS:**

You have the right to ask Savannah Technical College:

1. The names of its accrediting and licensing organizations. You also have the right to ask for a copy of the documents describing the institution's accreditation or licensing.
2. About its programs, its instructional, laboratory, or other physical facilities, and its faculty, what the cost of attending is, and what its policy is on refunds to students who drop out.
3. What financial assistance is available, including information on all Federal, State, local, private and institutional aid programs.
4. Who the financial aid personnel are, where they are located, and how to contact them for information.
5. What the procedures and deadlines are for submitting applications for each available financial aid program.
6. How it selects financial aid recipients.
7. How and when you will receive your financial aid.
8. To explain each type and amount of assistance in your financial aid package.
9. To reconsider the aid package offered if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
10. How the school determines whether you are making satisfactory progress and what happens if you are not.
11. What special facilities and services are available to the handicapped.

### **STUDENT RESPONSIBILITIES:**

It is your responsibility to:

1. Review and consider all information about the college's programs before you enroll.
2. Pay special attention to your application for financial aid, complete it accurately and submit it on time to the right place. Errors can delay or prevent your receiving aid.
3. Know all the deadlines for applying and reapplying for aid and be sure to meet them.
4. Provide all documentation, corrections, signatures and/or new information requested by either the Financial Aid Office or the agency (processing center) to which you submitted your application.
5. Notify the school of any information on your application that has changed since you applied for financial aid.
6. Read and understand all forms you are asked to sign.
7. Notify the Financial Aid Office of any change in your name, address or attendance status.
8. Understand the college's refund policy.

<b>TUITION AND FEE SCHEDULE</b>			
<b>ASSOCIATE DEGREE, DIPLOMA, OR CERTIFICATE PROGRAMS</b>			
<b>Tuition Per Semester Credit Hour</b>	<b>In-State</b>	<b>Out-of-State</b>	<b>International</b>
Part-Time Tuition (Less than 15 credits per semester credit hour)	\$ 89.00	\$ 178.00	\$ 356.00
Full-Time Tuition (15 credits or more per semester credit hour)	\$ 1,335.00	\$ 2,670.00	\$ 5,340.00
<b>*MANDATORY FEES</b>			
(Applies to all programs including full and part-time enrollment)			
Registration Fee	\$ 50.00	\$ 50.00	\$ 50.00
Insurance Fee	\$ 4.00	\$ 4.00	\$ 4.00
Student Activity Fee	\$ 25.00	\$ 25.00	\$ 25.00
Instructional Technology Fee	\$ 105.00	\$ 105.00	\$ 105.00
Special Instructional Fee	\$ 50.00	\$ 50.00	\$ 50.00
Parking/Facilities/Decal Fee	\$ 20.00	\$ 20.00	\$ 20.00
Total Mandatory Fees	\$ 254.00	\$ 254.00	\$ 254.00
Total Estimated Charges for Full-Time Student per semester	\$ 1,589.00	\$ 2,924.00	\$ 5,594.00
<b>COMMERCIAL TRUCK DRIVING CERTIFICATE PROGRAM</b>			
Tuition Charges (\$132.00/credit hour)	\$ 1,188.00	\$ 2,376.00	\$ 4,752.00
*Mandatory Fees	\$ 254.00	\$ 254.00	\$ 254.00
Commercial Driver's License Fuel Surcharge Fee	\$ 185.00	\$ 185.00	\$ 185.00
Total Mandatory Fees	\$ 439.00	\$ 439.00	\$ 439.00
Total Estimated Charges for Full-Time Student per semester	\$ 1,627.00	\$ 2,815.00	\$ 5,191.00
<i>Additional program costs:</i>			
Commercial Driver's License Test Fee	\$ 50.00	\$ 50.00	\$ 50.00
Commercial Driver's Equipment Rental for Testing	\$ 150.00	\$ 150.00	\$ 150.00
<b>PEACE OFFICER ACADEMY</b>			
Tuition Charges (\$158.00/credit hour)	\$ 2,370.00	\$ 4,740.00	\$ 9,480.00
*Mandatory Fees	\$ 254.00	\$ 254.00	\$ 254.00
Total Estimated Charges for Full-Time Student per semester	\$ 2,624.00	\$ 4,994.00	\$ 9,734.00
<b>MISCELLANEOUS FEES</b>			
(Applies to all programs including full and part-time enrollment)			
Admissions Application Fee	\$ 20.00		
Diploma Replacement Fee	\$ 25.00		
Express Transcript Fee	\$ 10.00		
Graduation Fee	\$ 35.00		
ID Card Replacement Fee	\$ 5.00		
Late Registration Fee	\$ 45.00		
Parking Decal Replacement Fee	\$ 5.00		
Return Check Fee	\$ 30.00		
Retest Fee	\$ 15.00		
Transcript Fee	\$ 5.00		

#### **METHODS OF PAYMENT**

Savannah Technical College will accept payment in the form of cash, personal checks/debit cards with proper identification

and credit cards (VISA, American Express, Discover, MasterCard) for tuition, fees, services, books, or class supplies. Company checks or credit/debit cards are accepted for fee payments. Checks must be payable for the exact amount due. Two party checks and postdated checks will not be accepted.

When a bank refuses a personal check the college will charge a service fee in the amount of \$30.00 plus the amount of any fee charged to the College by the bank. Students will be notified by certified mail of a dishonored check and given ten (10) days to satisfy this debt. If payment in the form of cash, credit/debit card, postal money order, or cashier's check is not made within ten (10) days, the College will place an administrative hold on the student's accounts and records. Please note: until the debt is paid, the student will not be issued semester grade reports, transcripts, or any other student records. He/she will not be allowed to register, graduate, or receive College services and may be dropped or withdrawn from classes.

## **ACADEMIC INFORMATION**

### **Policy on Catalog and Requirements**

Each student at Savannah Technical College is responsible for learning and observing all current, published regulations and procedures required by the College and by the program in which he or she is enrolled. A current, published regulation will not be waived nor will an exception be granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of a specific requirement by a faculty advisor or by a College staff member. Each student must be especially familiar with the offerings and requirements of his/her major or program of study.

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

A candidate for graduation is normally subject to the curriculum requirements that are in effect at the time of initial enrollment. However, in consultation with his/her advisor, a student may elect to satisfy the graduation requirements specified in any of the catalogs in effect subsequent to the time of initial enrollment with the following exception: a student not enrolled for one semester is subject to the requirements in effect at the time of reentry.

### **Registration**

Approximately week four of each semester, a mandatory five-week advisement and registration period is offered to all continuing students. Current students not registered during the mandatory five-week advisement and registration period will be charged a \$45.00 late fee. New students will be admitted in the Student Affairs Office.

### **Drop/Add Period**

The Drop Period (the first three instructional days of the term) and the Add Period (the first seven calendar days of the term) are different. A student may drop or add a course(s) without academic penalty during the drop period designated in the official school calendar. However, progression rate and financial aid eligibility will be affected. A student may also add a course(s) during the add period designated in the official school calendar. Dropped courses after the end of the drop period will be assigned a grade of "W", "WF", or "WP" based on the official date of withdrawal and performance of the student up to that time. Any student requesting to drop/add classes must see his/her instructor and program advisor.

### **Steps to Drop/Withdraw Courses**

The procedure for changes in schedules should be followed as outlined below:

1. The Drop/Withdrawal form must be obtained in the Student Affairs Office or online.
2. The student must take the completed Drop/Withdrawal form to the Student Affairs Office. The Financial Aid staff will determine how the drop/withdrawal will affect the student's financial aid award and whether the financial aid will cover all costs resulting from the change.
3. A new schedule will be printed and given to the student. The student is responsible for any additional costs.
4. A Drop/Withdrawal form must be used for any student dropping a class during the drop/withdrawal period.
5. A student withdrawing after the first three instructional days of the term must contact the instructor and the instructor will submit the appropriate withdrawal information via SharePoint.

### **Change of Major**

Students who wish to change their program of study (major) should visit the Admissions Office. To continue to be eligible for financial aid, satisfactory academic progress according to the financial aid policy must be maintained. The following steps must be completed in order to change a major:

1. Student must obtain a Change of Major form from the Admissions Office.
2. The form must be completed and returned to the Admissions Office.
3. The student must check with the Financial Aid Office if he/she wishes to receive financial aid to determine whether financial aid will cover the major change.
4. The Admissions Office checks applicable information and completes a new acceptance form based on the new program of study (\*additional placement testing may be required).
5. If the student is changing from a technical certificate of credit to a diploma program or from a diploma to an associate degree program, the Registrar must determine the number of credit hours transferable to the new program.
6. If everything is approved, the student may register for classes in his/her new program of study. When changing a major, it will become effective the following semester.

### **Change from Special Student Admission Status**

Special admit status students that wish to change to a technical certificate of credit, diploma or degree program must meet all admission and placement requirements of that program. Only 25 credit hours of courses can be taken on a special admit status. In order to receive credit toward graduation for course work taken on a special admit basis, students must determine their admission status prior to completing the 25 credit hours of their program in the admission category.

### **Mandatory Academic Advisement**

Academic advisement is mandatory each semester for students enrolled in credit programs of study. All students will be assigned an academic advisor. Students may contact the Admissions Office to determine advisor assignments. Students must contact their advisor to schedule an appointment during the five-week mandatory advisement and registration period (normally begins week four of each semester). New students will be admitted through Student Affairs, but will be advised and registered through their Academic department.

### **Academic Honors**

Dean's List - At the end of each semester, students who have achieved a Grade Point Average (GPA) of 3.50 or higher while enrolled in a minimum of 12 credits hours are placed on the Dean's List. Learning Support courses are not included in the GPA calculation.

### **Full-Time Status**

A credit student who is registered for 12 or more credit hours is considered a full-time student. Continuing education unit credit hours are not included in the student load calculation. Course loads above those indicated per semester in the student's program of study must be approved by appropriate administration.

### **Double Majors**

Students enrolled in diploma programs who wish to add an additional (double) major may do so in a second diploma or technical certificate of credit program if all of the following criteria are met:

1. Second program is in a related field;
2. 50% or more of the primary diploma program has been completed;
3. Program minimum Grade Point Average (GPA) is 2.50;
4. Regular admission status is achieved.

### **Academic Overload**

Students requesting to register for more than 18 credit hours in any semester must obtain permission from the Vice President of Academic Affairs. In general, a student must have been enrolled at Savannah Technical College for at least two semesters and achieved an overall "B" average before an overload will be approved. Exceptions may apply to specific programs.

### **Course Availability**

A listing of course offerings at Savannah Technical College is made available on the Savannah Technical College website at [www.savannahtech.edu](http://www.savannahtech.edu).

## Course Cancellation

Savannah Technical College reserves the right to cancel classes due to low enrollment or other reasons. Decisions to cancel classes are made by the Vice President for Academic Affairs. A full refund is made for any class cancelled by Savannah Technical College.

## Course Substitutions

Course requirements are outlined in the Program of Study section of the catalog. All course substitutions are granted at the discretion of the Vice President for Academic Affairs.

## Electives

Some programs require a certain number of electives from occupational courses. All course prerequisites must be met.

## Grading System

The following system represents the various grades which are assigned to courses at the College. No grade less than a "C" is acceptable for graduation purposes within the student's program of study. The grading system for Savannah Technical College is as follows:

A: 90 to 100%	U: Unsatisfactory	I: Incomplete
B: 80 to 89%	W: Withdrawn	TR: Transfer
C: 70 to 79%	WF: Withdrawn Failing	IP: In Progress
D: 60 to 69%	WP: Withdrawn Passing	EX: Credit by Exam
F: 59% and below	AU: Audit	
S: Satisfactory	AC: Articulated Credit	

I: A grade of "I" can only be given to a student who has satisfactorily completed a substantial portion of the coursework but for NON-ACADEMIC reasons beyond control has not been able to complete all of the required coursework within the semester. It is the student's responsibility to get approval from the instructor prior to the last day of the semester to be eligible for an "I" grade. It is also the student's responsibility to complete the required coursework in which the "I" was received within the time frame defined by the instructor not to exceed mid-term of the following semester. If the "I" is not satisfactorily removed by mid-term of the following semester, regardless of the student's status, the "I" will automatically be changed to an F.

IP: "IP" indicates that a student is in process of completing a course. No credit is given, and no grade points are calculated.

W: "W" is assigned when the student withdraws from a course prior to the midpoint of the course. "W" is not used in GPA calculations.

WF: "WF" is assigned when the student withdraws from a course after the midpoint of the course and had an average of "F" or is making unsatisfactory progress at the time of withdrawal. "WF" is used in GPA calculations, earns no credit hours, and carries 0 grade points for each credit hour attempted.

WP: "WP" is assigned when a student withdraws from a course after the midpoint of the course and had a passing average or is making satisfactory progress at the time of withdrawal. "WP" is not used in GPA calculations and earns no credit hours.

EX: "EX" is assigned and credit is given for a course when the Student Affairs Division finds that a student scores sufficiently high enough on a course exemption exam indicating a sound base knowledge equivalent to the requirements of the said course.

AU: Audit is agreed upon between the student and the class instructor prior to registration into that class. An "audit" class carries no credit. Course requirements for audited classes are agreed upon by the student and the instructor prior to registration.

AC: If the student has graduated from high school within 18 months of beginning a program at Savannah Technical College and has taken a specified articulated course(s), the student may be awarded articulated credit and assigned a grade of "AC", if a prepared final exam is successfully completed.

TR: If the student has attended another postsecondary institution and has been awarded a passing grade for a particular course of study equivalent to the standards established by Savannah Technical College, the student will be given credit on his/her academic record as "TR", "TRA", "TRB", or "TRC".

Transcripts and Grade Reports contain two grades for each occupational course. The first grade is the letter grade assigned for academic work and skill development.



The second grade reflects the work ethics of the student in the course (see section on Work Ethics).

### **Repeat Grades**

The last attempt for a repeat course is the grade used for determining program completion. For the purpose of a student's cumulative GPA, all attempts at all courses will be calculated..

### **Computing Grade Point Average**

Savannah Technical College assigns grades based on a 4.0 grading scale. The grade of "F" represents failure and the grade of "WF" represents withdrawal while failing. "F" and "WF" are unacceptable credit in a course. These grades have numerical equivalents and are calculated in the Grade Point Average (GPA). Work ethics grades will not be included in the calculation of the GPA.

Students who are no-shows and students dropping a course or courses before the end of the third instructional day of the semester shall receive no grades for the applicable courses.

Each letter grade has a point value (i.e., A=4, B=3, C=2, D=1, F=0). A student may determine the grade points for each course by multiplying the number of points a grade is worth times the number of credit hours the course carries. Thus, a "B" (worth 3 points) in a 3-credit hour course is worth 9 grade points and an "A" (worth 4 points) in the same 3-credit hour course is worth 12 grade points. The Grade Point Average is calculated by adding the total grade point values for all courses and dividing the total number of credits attempted during the same period.

#### Example:

COMP1000	3 credit hours	Grade A (4 points)	=	12
MATH 1111	3 credit hours	Grade C (2 points)	=	6
BUSN 1240	3 credit hours	Grade F (0 points)	=	0
SPCH 1101	3 credit hours	Grade B (3 points)	=	9
				27 points divided by 12 credits = 2.25 GPA

The Cumulative Grade Point Average (CGPA) reflects the total credit instructional activity of the student. The CGPA is not affected by program of study, changes in program of study, or student classification. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at Savannah Technical College.

The Adjusted Graduation Grade Point Average is calculated only on those courses required for graduation from a specific major (program). When a course is taken more than once, the higher grade will be used in calculating the grade point average for graduation.

A graduating grade point average of "C" (2.0) is required in order to earn a technical certificate of credit, diploma, or degree at Savannah Technical College. While a student may earn a cumulative grade point average of 2.0 which includes one or more grades of "D," it is well to remember that grades below "C" will prohibit progression to the courses for which the current course is a prerequisite and will not count toward graduation. Neither learning support nor work ethics shall affect the cumulative grade point average.

### **Transcripts and Grade Reports**

Grades may be accessed by logging on to the College website at [www.savannahtech.edu](http://www.savannahtech.edu). Detailed instructions on how to access grades are available to students in the Student Affairs Office.

Students may obtain copies of their academic records by submitting a written request and transcript fee to the Registrar's Office. The student transcript contains the following information: program of study, courses of study completed with corresponding grades, credit hours earned and semesters of attendance. Official transcripts are sealed in college envelopes and are not valid if opened by the student. Savannah Technical College will not release copies of student transcripts without written permission from the student and payment of the transcript fee. Though transcripts are processed as promptly as possible, the requests should be made 72 hours before the document is required. When a student requests a transcript under the 72 hour period there will be an additional fee assessed.

### **National or Military Emergency**

In the event of a military emergency whereby a student who is in the Armed Services, the National Guard or an Armed Forces reserve is activated or otherwise called to duty and as a result may no longer attend class(es), such student must, within a reasonable time, submit documentation of such military service from an appropriate military official. The student may elect to withdraw from Savannah Technical College for the semester. Under this option the student's records will reflect no enrollment for the semester. Thus, no grades of any kind will appear on the student's transcript. All tuition and fees shall be refunded completely; however, Title IV funds shall be returned in accordance with federal regulations.

## Work Ethics

To be effective, technical education must include two key elements. First, it must provide training and experiences that approximate, as nearly as possible, the conditions found in the actual work place. Of equal importance, an effective technical education program must identify and develop those personal characteristics often referred to as “good work habits.” These characteristics include regular attendance, punctuality, dependability, initiative, attitude, cooperation, respect, character, appearance, productivity, and teamwork. Studies show that 85 percent of the people who lose their jobs do so because they lack good work habits rather than appropriate job skills. Savannah Technical College has therefore developed a system to promote, teach and evaluate “work ethics” in each occupational program. Work ethics grades are reported each semester and are recorded as a separate grade on the student’s permanent record. Work ethics grades will be placed to the immediate right of the academic letter grades.

### Work Ethics Grade

- 3 Exceeds Expectations — work ethics performance was exemplary
- 2 Meets Expectations — all work ethics standards were met
- 1 Needs Improvement — some work ethics standards were not met
- 0 Unacceptable — work ethics performance was below average

## ACADEMIC STANDING POLICY

Effective Fall 2014, Savannah Technical College will have two separate Academic Standing and financial aid Satisfactory Academic Progress (SAP) policies. **Students will be required to maintain a minimum overall grade point average of 2.0 each semester to remain in good academic standing.** If a student does not earn an overall minimum grade point average of at least 2.0, the student will be placed on Academic Warning status for one semester. After one semester on Academic Warning status, if the overall grade point average is not raised to the required 2.0, the student will be academically suspended. A student who is academically suspended must meet with a faculty/academic advisor to appeal for reinstatement to the college.

### Academic Suspension Appeal

Students who are academically suspended and want to re-enter a program must petition the Academic Dean for their program of study or his/her designee. Upon meeting with the Academic Dean or his/her designee the following steps will be taken:

1. The student will complete an academic improvement plan covering potential areas necessary to regain an overall 2.0 GPA (i.e. limited course registration, tutorial assistance, study skills assistance, reduced work hours).
2. The Dean/Academic Advisor or his/her designee will review the aforementioned academic improvement plan and will either approve or deny the student’s request to be reinstated to the College.
3. Should specific College support offices be referenced in the academic improvement plan, the Dean/Academic Advisor or his/her designee will follow-up to ensure that the student has complied with the agreed upon stipulations for reinstatement.
4. If approved, a copy of the academic improvement plan will be forwarded to the Registrar to update the student’s academic standing for registration purposes.

The Academic Dean will coordinate the review of appeals and appeal decision notifications. If denied at the division level, the student has the right to a second level appeal to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final and may not be appealed.

### Financial Aid Satisfactory Academic Progress (SAP)

All federal and state financial aid recipients are required to meet financial aid satisfactory academic progress standards each semester. The financial aid SAP policy requires a student to earn a minimum overall grade point average of 2.0 and maintain a minimum completion rate of 67% (passed hours/attempted hours). In addition, students must complete their program of study within 150% maximum timeframe (attempted programs credits cannot exceed 1.5 times the number of credits required to graduate – i.e. 36 credits required for graduation X 1.5 = 54 maximum attempted credits or 150% maximum timeframe).

If a student does not earn an overall grade point average of 2.0 and a 67% completion rate, they will be placed on Financial Aid Warning status for one semester. After one semester on Financial Aid Warning status, if the overall grade point average is not raised to the required 2.0 or the completion rate does not meet the minimum 67% requirement, the student’s federal and state financial aid eligibility is suspended. If a student’s eligibility is suspended, they have the right to appeal for reinstatement by submitting documentation of extenuating circumstances that prohibited successful completion (i.e. illness/injury, death in the family, legal issue, job conflict, disability, or other documented special circumstances). Requests for appeal without letter of explanation and supporting documentation will not be considered and automatically denied.

The 150% maximum timeframe is program specific and includes all attempted credits from the point of entry to the program of study. Once a student reaches the 150% maximum timeframe financial aid eligibility is automatically suspended for the subsequent semester of enrollment. If eligibility is suspended, the student has the right to appeal for an extension of eligibility to complete the program of study. To appeal for an extension of eligibility, the student must meet with the division Dean to obtain a current Advising Checklist and discuss a plan for completion. Student's must submit to the Financial Aid Office, by the published deadlines, the financial aid appeal form, a letter of explanation describing why they have not completed the program within the required timeframe, and the current Advising Checklist. Requests for appeal without letter of explanation and/or Advising Checklist will not be considered and automatically denied. If the financial aid appeal is denied by the Appeals Committee and the student feels they have extenuating circumstances that were not considered, they may submit a second level appeal to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs is final and may not be appealed.

### **STUDENT INITIATED WITHDRAWAL PROCEDURES**

If any student wishes to withdraw from Savannah Technical College or from all courses, the following procedures must be followed in order to remain in good standing with Savannah Technical College.

1. Student must meet with their advisor/instructor or Student Affairs staff to complete the proper "Withdrawal" forms.
2. If receiving financial aid, student must contact the Financial Aid Office to avoid any further interference with obtaining financial aid upon return.
3. A student who withdraws may apply for re-admission at the beginning of the following semester or any semester thereafter.
4. Students suspended for attendance, academic or other disciplinary reasons shall have no right to a refund of any portion of any fee paid.

### **HOLDS**

If a hold has been placed on a student's record, no records will be released under any circumstances nor will a student be allowed to graduate. Holds may be placed on a student's record for many reasons to include academic suspension, administrative dismissal, incomplete admissions files, unmet financial obligations, incomplete financial aid files or registration information, etc. A hold may be placed on a student's record in the following areas: Academic, Admissions, Administrative Services (Business), Financial Aid, Library, or Registrar. Student inquiring about a hold should contact Student Affairs. Students are not allowed to register for any additional courses/programs until all financial obligations are met.

### **GRADUATION HONORS**

An Honor Graduate is a student who maintains a 3.50 or better cumulative grade point average throughout their tenure at Savannah Technical College.

### **GRADUATE WARRANTY**

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated standard or program guide. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or institutional fees.

A claim against the warranty may be filed by either an employer in conjunction with a graduate or graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated standard or program guide, including failure to pass a State of Georgia required licensing examination. This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date. The warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any Technical College that offers the program from which the individual graduated.

### **GRADUATION REQUIREMENTS**

Degrees, diplomas and technical certificates of credit are granted each semester. A formal graduation is held once a year for associate degree, diploma, and GED students who meet graduation requirements. Students earning certificates are honored twice a year during the Technical Certificate of Credit ceremony. It is the financial responsibility of the student to pay the non-refundable graduation fee to participate in the graduation ceremony. The graduation fee can be paid in the Savannah Technical College Campus Shop after receipt of a graduation application has been posted in BANNER. The student's academic advisor will assist with the application for graduation; however, it is the student's responsibility to initiate the process.

Students may be evaluated for graduation based upon the catalog in effect during the time of their continuous enrollment. Students re-admitted or re-instated will be evaluated for graduation from the catalog in effect at the time of re-admission or re-

instatement, or any catalog in effect during subsequent periods of continuous enrollment.

The Vice President for Academic Affairs in concert with the Registrar will determine the appropriate catalog to be used for academic advisement and for evaluation of graduation requirements. All academic procedures other than course requirements must be satisfied according to the regulation in effect at the time of graduation.

To be eligible for graduation, a student must meet the following criteria:

1. Achieve regular admission status prior to completion of their program.
2. At least 25% of the required curriculum must be completed at Savannah Technical College.
3. Receive a passing or satisfactory grade for all courses listed in the appropriate curriculum or accepted as a transfer credit from another college.
4. Earn a minimum grade of 2.0 (C) or better in all courses required by the program of study for graduation.
5. Meet any other program-specific requirements which have been approved by the Vice President for Academic Affairs.
6. Fulfill all financial obligations to Savannah Technical College and remove any "holds" on records.
7. Complete an application for graduation no later than mid-term of the semester immediately prior to the last anticipated semester of study. If a student fails to meet all the graduation requirements after applying for a specific graduation date, the student must reapply for graduation.
8. Students enrolled in a diploma/degree program will be recorded as a graduate of a lower level program (diploma/TCC) when the following requirements have been met:
  - a. The student completes all of the requirements for that diploma/TCC;
  - b. The student requests to receive a diploma/TCC or the College chooses to award a diploma/TCC.
9. Pay required costs of graduation incurred by student.

#### **LICENSURE PROGRAMS**

Certain programs are designed to satisfy the present educational requirements to enable students to take licensure examinations. However, the licensing board may change these requirements prior to the completion of the course of study. While reasonable efforts will be made to enable students to satisfy additional requirements, no assurances can be made that the College will be able to offer these additional courses, or if taken, that such courses will entitle students to take or pass licensure examinations. Students who do not successfully complete a licensure exam are entitled to additional training at no cost to the students. These students should contact the Vice President for Academic Affairs (see Warranty Guarantee).

#### **COMPETENCY ATTAINMENT**

Students must achieve a minimum of a "C" in each competency area to progress in all occupational/technical courses. If a student earns less than a "C" in a competency area, he/she will not pass the course.

#### **EMBEDDED CERTIFICATES/DIPLOMAS**

Students enrolled in a diploma/degree program will be recorded as having been awarded a lower level program (diploma, TCC) when:

1. The student has completed all of the diploma/TCC requirements.
2. The student requests to receive a diploma/TCC.
3. The College chooses to award a diploma/TCC with acknowledgment from the student.

Data recording practices must represent an accurate history of student participation in programs. Students formally enrolled in a major will remain in that major until they formally change majors, graduate from that major, or leave the College. They may, however, simultaneously receive awards for diplomas/TCCs when requirements have been met.

#### **DISTANCE EDUCATION INSTRUCTION** (Online, Hybrid, Video Conferencing)

Savannah Technical College participates with the Georgia Virtual Technical Connection (GVTC) by offering courses over the Internet utilizing the ANGEL Learning Management System (LMS).

- Online (O) courses mean 100% of the class is held online. The final exam for online courses will require the student to take the exam in a proctored environment.
- Students who reside outside of Bryan, Chatham, Effingham, or Liberty counties or students with documented disabilities that would preclude them from travel to campus for on-site testing should contact their instructor for proctoring information.
- Hybrid (K1) courses mean 50% or more of the class is held online while the remaining is offered in the classroom.
- Hybrid (K2) courses mean that 49% or less of the class is held online while the remaining is offered in the classroom.

- Web-enhanced (V) courses meet in the classroom on a normal schedule, but students may have to enter ANGEL to take tests or obtain other course information.

Advisors can counsel students on which online courses are available and the number of online credits students may earn toward graduation. Available online classes are also listed in the current course schedule that is released before registration begins each semester.

Once a student registers for a distance education course, the student is required to enter the LMS and enter each course to review the syllabus and determine what needs to be done to begin participating in the course. A student registered for an online course must complete the syllabus certification to be considered in attendance during the “No Show” period at the start of each term. Students registered in any other format of distance education course (Hybrid or Web-enhanced) must attend the on-site class meeting(s) to be considered in attendance; logging into the online classroom is not counted during the “No Show” period for hybrid and web enhanced courses. Any student who fails to meet the attendance requirement at the No Show Reporting Deadline will be dropped as No Show. Students may obtain instructions to access the LMS from their advisor, or the online coordinator.

Through GVTC, students may take online courses from other colleges. To see what is being offered each semester, students should visit GVTC at: <http://www.gvtc.org/ApplyNow.aspx>.

## **REGISTRATION PROCEDURES FOR DISTANCE EDUCATION INSTRUCTION**

Registration procedures are the same for distance education and traditional courses. As with the traditional student, the online student must be advised in selecting a program of study and courses, in scheduling courses and in exploring career and educational goals. However, not all classes are available via distance education. Check with the Student Affairs Office or your program advisor for more information.

## **STUDENT CODE OF CONDUCT**

### **Student Rights and Responsibilities**

Savannah Technical College promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom of individual thoughts and expression consistent with the rights of others. Students have the rights to the following:

1. To be in an atmosphere that is conducive to learning and to attend Savannah Technical College's educational programs, course offerings, and activities on campus or any activity sponsored by Savannah Technical College off campus in accordance with its policies and procedures.
2. To obtain the necessary knowledge, skills, and abilities in order to gain initial employment, maintain advanced levels of competence or acquire new levels of competence by participating in programs, course offerings, and activities in accordance with Savannah Technical College policies and procedures.
3. To develop intellectual, personal, and social values.
4. To due process procedures.
5. To participate in College approved student organizations in accordance with Savannah Technical College policies and procedures.
6. To be admitted to Savannah Technical College without discrimination in any respect.
7. To have academic and disciplinary records kept confidential subject to existing laws. No official records of students are available to unauthorized persons without the expressed written consent of the student involved except under legal compulsion.
8. To be informed of student's right-to-know information required by federal requirements.

## **STUDENT CONDUCT CODE**

### **I. POLICY**

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

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic

community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of the community.

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 Savannah Technical College and the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's 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 this Student Code of Conduct.

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

## **II. APPLICABILITY:**

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia.

## **III. RELATED AUTHORITY:**

V. D. I. Procedure: Student Disciplinary Procedure

V. D. II. Procedure: Unlawful Harassment and Discrimination of Students

## **IV. DEFINITIONS:**

1. Faculty Member: any person hired by Savannah Technical College to conduct teaching, service, or research activities.
2. Hearing Body: as defined in the Student Disciplinary Policy and Procedure.
3. Member of the technical college community: any person who is a student, faculty member, contractor, technical college official or any other person(s) involved with the technical college, involved in the community or employed by the technical college.
4. Policy: the written regulations of Savannah Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook, Savannah Technical College Catalog, Savannah Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
5. Student: all persons taking courses at Savannah Technical College, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Savannah Technical College are also considered "students".
6. System: the Technical College System of Georgia (TCSG).
7. Technical College Official: any person employed by Savannah Technical College performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
8. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Savannah Technical College (including adjacent streets and sidewalks).

## **V. ATTACHMENTS:**

NONE

## **VI. PROCEDURE:**

### **PROSCRIBED CONDUCT**

Any student found to have committed the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

#### **A. Academic Misconduct**

##### **Definitions**

Academic Misconduct includes, but is not limited to, the following:

##### **1. Aiding and Abetting Academic Misconduct**

Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

##### **2. Cheating**

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

##### **3. Fabrication**

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

##### **4. Plagiarism**

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

#### **B. Non-Academic Misconduct**

Non-Academic Misconduct includes, but is not limited to, the following:

## **1. Behavior**

- a. Indecent Conduct: Savannah Technical College prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
- b. Violence: Savannah Technical College prohibits mental or physical abuse of any person (including sex offenses) on technical College premises or at technical college-sponsored or technical college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action that endangers the peace, safety, or orderly function of Savannah Technical College, its facilities, or persons engaged in the business of the technical college.
- c. Harassment: Savannah Technical College prohibits any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. Savannah Technical College also prohibits stalking, or behavior which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications. If, in the opinion of Savannah Technical College officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
- d. Disruption: Savannah Technical College prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other technical college activities, including public service functions, and other duly authorized activities on Savannah Technical College premises or at technical college-sponsored activity sites.
- e. Failure to Comply: Failure to comply with directions of Savannah Technical College officials and/or failure to identify oneself to these persons when requested to do so.

## **2. Professionalism**

- a. Personal Appearance: Refer to Savannah Technical College Dress Code Policy.

## **3. Use of Technical College Property**

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

## **4. Drugs, Alcohol and Other Substances**

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).



- a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on Savannah Technical College premises or at college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
- b. Controlled substances, illegal drugs and drug paraphernalia: Savannah Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. Food: Savannah Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on college premises, unless otherwise permitted by technical college officials.
- d. Tobacco: Savannah Technical College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on college premises. Refer to the Savannah Technical College Tobacco Policy.

## **5. Use of Technology**

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to Savannah Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on College computers, tampering with computer hardware or software configurations, inserting personal drives/discs containing viruses, malware or other destructive software, improper access to the College's network, and/or disconnection of College computers or devices.
- b. Electronic Devices: Unless otherwise permitted by College officials, Savannah Technical College prohibits the use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college premises. Such devices include, but are not limited to, cell phones, beepers, two-way radios, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The College also prohibits attaching personal electronic devices to College computers under any circumstances.
- c. Harassment: Savannah Technical College prohibits the use of computer technology to harass another student or College official with obscene, harassing or intimidating messages, communications, jokes, or material.
- d. Unacceptable Use: Savannah Technical College prohibits the use of computing facilities to interfere with the work of another student, faculty member or College official. This includes the unauthorized use of another individual's identification and password. Savannah Technical College prohibits any additional violation to the College's Acceptable Computer and Internet Use Policy.

## **6. Unauthorized Distribution of Copyrighted Materials is Against Federal Law**

The unauthorized copying and distributing of copyrighted materials, including, but not limited to Peer-to-Peer (P2P) file sharing or other technologies by users of the Technical College System of Georgia (TCSG) networks and internet connected systems, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.

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

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov) and FAQ's

at <http://www.copyright.gov/help/faq/>.

### **Unauthorized Distribution of Copyrighted Materials is prohibited by TCSG Policy**

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

### **Legal Alternatives for Downloading or Otherwise Acquiring Copyrighted Materials**

For a list of legal alternative sites for downloading copyrighted materials, please visit the EDUCAUSE website at:

<http://www.educause.edu/legalcontent>.

## **7. Weapons**

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

- O.C.G.A. § 16-8-12(A)(6)(a)(iii)
- O.C.G.A. § 16-7-80
- 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

## **8. Gambling**

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

## **9. Parking**

Savannah Technical College prohibits violation of College regulations regarding the operation and parking of motor vehicles on or around College premises (see section on General Policies and Procedures/Automobile Use).

## **10. Financial Irresponsibility**

Savannah Technical College prohibits the theft or misappropriation of any college, student organization or other assets.

## **11. Violation of Technical College Policy**

Violation of Technical College System of Georgia or Savannah Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

## **12. Aiding and Abetting**

Savannah Technical College prohibits aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct.

## **13. Falsification of Documentation**

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

#### **14. Violation of Law**

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

#### **15. Abuse of the Student Judicial Process**, including but not limited to

- a. Failure to obey the notification of the Vice President for Student Affairs or the College President's designee, Hearing Body, Appellate Board or Technical College Official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Initiating a disciplinary proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

#### **VII. RECORD RETENTION**

Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

*Note: In the interest of public safety and the well-being of all members of the College community, Savannah Technical College has adopted a zero-tolerance policy for the following infractions: alcohol, drugs, fighting with physical contact and vandalism. These offenses will result in immediate expulsion for a period of one year.*

#### **Student Disciplinary Procedure**

##### **I. POLICY:**

The Savannah Technical College administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when (in the judgment of Savannah Technical College officials) a student's conduct disrupts or

threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

## **II. APPLICABILITY:**

This procedure is applicable to Savannah Technical College and all Technical Colleges associated with the Technical College System of Georgia.

## **III. DEFINITIONS:**

1. Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
2. Business Days: weekdays that the Savannah Technical College administrative offices are open.
3. Hearing Body: any person or persons authorized by the President of the college to provide a hearing as provided in this procedure.
4. Continuing Relationship: any person who has been enrolled as a student and may enroll in the future as a student at Savannah Technical College.
5. Faculty Member: any person hired by Savannah Technical College to conduct teaching, service, or research activities.
6. Judicial Advisor: a Savannah Technical College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code of Conduct. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the Judicial Advisor of Savannah Technical College may be the Student Disciplinary Officer.
7. Judicial Body: any person or persons authorized by the President of the college to consider a student's appeal of a decision by the Student Disciplinary Officer.
8. Member of the Savannah Technical College Community: any person who is a student, faculty member, or Savannah Technical College official or any other person(s) involved with the college community or employed by the college.
9. Policy: the written regulations of Savannah Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook, Savannah Technical College Catalog, the Savannah Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
10. Student: all persons taking courses at Savannah Technical College, full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons, who are not officially enrolled for a particular term but who have a continuing relationship with Savannah Technical College are considered "students."
11. Student Disciplinary Officer: the person designated by the President of the College to administer this procedure. This person may be the same as the Judicial Advisor.
12. Student Organization: any number of persons who have complied with the formal requirements for Savannah Technical College recognition.
13. System: the Technical College System of Georgia.
14. Technical College: any college within the Technical College System of Georgia.
15. Technical College Official: any person employed by Savannah Technical College performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
16. Technical College Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Savannah Technical College (including adjacent streets and sidewalks).

## **IV. ATTACHMENTS:**

- A. Student Code of Conduct Complaint Form ([available on Savannah Technical College website](#))
- B. Disciplinary Sanction Appeal Form ([available on Savannah Technical College website](#))

## V. PROCEDURE:

### A. Filing a Complaint

1. Any member of the Savannah Technical College Community may file a complaint with the Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee.
2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.
3. Investigation and Decision
  - a. Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Student Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the Complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the student will be notified. After discussing the Complaint with the student, the Student Disciplinary Officer or his/her designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
  - b. The student shall have 5 business days from the date contacted by the Student Disciplinary Officer to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Student Disciplinary Officer within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer will consider the available evidence without student input and make a determination.
  - c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
  - d. If the Student Disciplinary Officer or his/her designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

### B. Disciplinary Sanctions

1. After a determination that a student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
  - a. **Restitution** – A student who has committed an offense against property may be required to reimburse Savannah Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - b. **Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper Member of the Savannah Technical College Community, and that any further violation may result in more serious sanctions.
  - c. **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent Savannah Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - d. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
  - e. **Failing or lowered grade** – In cases of academic misconduct, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the

instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from Savannah Technical College. (Reference policy V.H. Academic Standards, Evaluations and Appeals.)

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

**g. Disciplinary Expulsion** – Removal and exclusion from Savannah Technical College, College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from Savannah Technical College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Disciplinary Officer or his/her designee.

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

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

2. Violation of Federal, State, or Local Law

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

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

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

3. Conditions of Disciplinary Suspension and Expulsion

a. A student who has been suspended or expelled from Savannah Technical College shall be denied all privileges afforded a student and shall be required to vacate College premises at a time determined by the Student Disciplinary Officer or his/her designee.

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

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

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

#### **C. Mediation**

1. At the discretion of the President, Savannah Technical College may adopt a mediation procedure to be utilized prior to the appeals set forth herein.

#### **D. Appeals Procedure**

1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within five business days of notification of the decision.
2. The student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any single advisor he/she chooses at his/her own expense. The student is responsible for presenting his/her own case; and therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body. The Judicial Body may consist of two faculty members, one staff member, and two students. There shall be a single verbatim record, such as a tape recording of all hearings before the Judicial Body. The record shall be the property of Savannah Technical College. The standard of proof in all hearings shall be a preponderance of the evidence. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The Savannah Technical College President or his/her designee will notify the student in writing of the Judicial Body's decision and the opportunity to appeal directly to the President.
3. The student shall have 5 business days after receiving written notification of the Judicial Body's decision from the President or his/her designee to request in writing an appeal with the Appellate Board. The student shall ensure that all relevant information is included with this request.
4. The Appellate Board review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The Appellate Board shall deliver its decision to the student within 10 business days. The decision of the Appellate Board shall be final and binding.

#### **E. Document Retention**

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

#### **Grievances and Appeals Complaint Resolution**

Savannah Technical College is committed to ensuring an environment for all members of the College Community including the general public that is fair, humane, and respectful; an environment that supports and rewards students and employees on the basis of relevant considerations, and an environment 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, any member of the College Community 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 the College policy contradict policy and procedure as determined by the Technical College System of Georgia [TCSG] as listed in the TCSG Policy and Procedures at [www.tcsg.edu](http://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 offender to disciplinary action. An individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

## **Grade and Other Academic Appeals**

A student may appeal a final grade or other academic decision in the following manner:

- Step 1: The student may appeal in writing to the instructor, who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action complained of.
- Step 2: If the consultation with the instructor does not resolve the appeal, a student may appeal to the academic dean by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within four weeks from the date the student learned or reasonably should have learned of the grade or other action complained of.
- Step 3: If the student is not satisfied with the decision of the academic dean, the student may appeal in writing to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within six weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. The decision of the Vice President for Academic Affairs shall be final.

## **Student Grievances** (non-academic complaint or appeal)

This procedure involves complaint resolution regarding application of policy or procedure, i.e. student advisement, improper disclosure of grades, unfair testing procedures, etc. This procedure does not address complaints related to harassment, discrimination, retaliation, or grade/attendance appeals. Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not considered as grievances and a student must take advantage of the process in place. A student who feels that a justified grievance exists and wishes to make an appeal must follow the following procedure.

## **Informal Complaint Procedure**

A student has ten business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, academic dean or any other staff or faculty member directly involved in the grieved incident. If this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

## **Formal Complaint Procedure**

Step 1: Within fifteen business days of the incident being grieved, the student must file a formal grievance in the Office of the Vice President for Student Affairs (VPSA) with the following information:

- a. Name
- b. Date
- c. Brief description of the incident being grieved
- d. Remedy requested
- e. Signed and informal remedy attempted by student and outcome

If the grievance is against the VPSA, the student shall file the grievance with the Office of the President.

Step 2: The VPSA, or his/her designee, will investigate the matter and supply a written response to the student within 15 business days. Note: If the grieved incident involves possible unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course. The VPSA, or his/her designee, shall be granted an additional fifteen business days to investigate the grievance upon notice to the student who filed the grievance.

Step 3: Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the College. The College staff has no right to appeal.

- a. A student shall file a written appeal to the President within five business days of receiving the response from the VPSA.
- b. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he/she has provided all relevant documents with his/her appeal.
- c. At the President's sole discretion, grievance appeals will be held in one of the following two ways:
  1. The President may review the information provided by the student and administration and make the final decision; or
  2. The President may appoint a cross-functional committee comprised of five members, including



one chair, to make the final decision.

- d. The decision of either the President or the cross-functional committee shall be made within ten business days of receipt by the President of the appeal.
- e. Whichever process is chosen by the President, the decision of the grievance appeal is final. Retaliation against a student for filing a grievance is strictly prohibited.

### **Equal Opportunity Complaint of Appeal**

Savannah Technical College, in compliance with the rules and regulations pertaining to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX barring sex discrimination, Title VI barring discrimination on the basis of race, color, or national origin and Title VII barring discrimination on the basis of race, color, religion, gender, or national origin has established this procedure whereby a complaint related to the violation, interpretation, or application of any of the laws may be quickly and smoothly resolved. Complaints regarding sexual harassment shall be handled in accordance with the procedure in the next section entitled Unlawful Harassment and Discrimination Complaints.

To contact a Compliance Coordinator:

#### **EMPLOYEES:**

##### ***Overseer Civil Rights Coordinator***

##### ***Title IX (Equity), Section 504/ADA (Disability)***

Melissa Banks – 912.443.3388

Savannah Technical College

5717 White Bluff Road

Savannah, GA 31405-5521

[mbanks@savannahtech.edu](mailto:mbanks@savannahtech.edu)

#### **STUDENTS – ALL CAMPUSES:**

##### ***Title VI (Discrimination) and Title IX (Equity)***

Regina Thomas-Williams – 912.443.5708

Savannah Technical College

5717 White Bluff Road

Savannah, GA 31405-5521

[rthomas@savannahtech.edu](mailto:rthomas@savannahtech.edu)

#### **STUDENTS – ALL CAMPUSES:**

##### ***Section 504/ADA Disability***

##### ***Coordinator:***

Barbara Beam – 912.443.5517

Savannah Technical College

5717 White Bluff Road

Savannah, GA 31405-5521

### **Informal Resolution Procedure**

Claimant should contact the Counselor/Coordinator of Special Populations Services or Registrar as appropriate and his/her Academic Dean to resolve the complaint informally. If this process does not result in a resolution of the grievance, the student may need to proceed to the formal grievance procedure.

### **Formal Resolution Procedure**

A formal complaint shall be in writing and shall set forth a statement of the facts, the Technical College policy, procedure or law allegedly violated and the specific remedy sought. Students shall utilize Savannah Technical College's Standardized Student Grievance form located on the STC Website or by hard copy from the Student Affairs Office.

The formal complaint normally shall be filed as follows:

1. If the complaint concerns a non-academic student issue, such as application of policy or procedure, student advisement, improper disclosure of grades, unfair testing procedures, etc., the complaint shall be filed with the Vice President for Student Affairs. If the complaint alleges sexual harassment, the complaint shall be filed with the Title IX Coordinator, 912.443.5708.

ADA/Disability complaints shall be filed with the Disability Coordinator listed by campus below:

- *Savannah/Crossroads Campuses:* Counselor/Coordinator of Special Populations - 912.443.5717
- *Effingham Campus:* Campus Dean for Student Affairs - 912.754.2879
- *Liberty Campus:* Campus Dean for Student Affairs - 912.408.3024

These individuals or their offices shall also continue to monitor and coordinate the complaint resolution.

2. Savannah Technical College shall forward the complaint to the appropriate Director for Step 1 resolution. For the sake of clarity, the term "Director" in this procedure shall mean the appropriate individual for referring such complaints. If the complaint is against the appropriate Director, Step 1 of the complaint procedure shall be by-passed and the grievance shall be filed with the appropriate Vice President.

3. If the complaint is against a Vice President Step 1 and Step 2 of the complaint procedure shall be by-passed and the Complaint shall be filed directly with the President.
4. If the complaint is against the President Step 1, Step 2, and Step 3 of the complaint procedure shall be by-passed and the complaint shall be filed in accordance with the Appeals procedure.

**Hearings:**

- Step 1: Absent extraordinary circumstances, the Director to whom the complaint was forwarded shall, within five (5) business days, conduct a formal conference with the complainant, permitting her or him to provide any necessary information relevant to the complaint. The Director shall also meet with the respondent and conduct such additional investigation as he or she deems necessary. Absent extraordinary circumstances, a written recommendation shall be rendered within five (5) business days of the formal conference unless an extension is mutually agreed to by the parties. The recommendation shall be sent to the complainant and respondent. The written recommendation shall state the background information the rationale for the recommendation, and the recommended remedy (if any). No transcript or recording of the conference shall be made by either party. For monitoring purposes a copy of the report shall be sent to the Department officer who received the initial complaint.
- Step 2: If the complaint is not resolved at Step 1, the complainant or respondent may, within ten (10) business days of receipt of the Step 1 recommendation, appeal to the Vice President administratively responsible for the unit of the Department(s) in which the alleged policy violation(s) occurred. Absent extraordinary circumstances, the Vice President or President shall hold a hearing within fifteen (15) business days of receipt of the appeal or complaint. Absent extraordinary circumstances, a written recommendation shall be rendered within ten (10) business days of such hearing. The complainant and the respondent shall be afforded the opportunity to testify, to call witnesses and to introduce documentary evidence. No transcript or recording shall be made of the hearing. For monitoring purposes a copy of the report shall be sent to the Technical College officer who received the initial complaint.
- Step 3: In the event that the complaint is not resolved at Step 2, the complainant or respondent may file an appeal with the President, within ten (10) business days of the receipt of the recommendation.
- Step 4: Absent extraordinary circumstances, the President shall, within five (5) business days refer the complainant or respondent to a Grievance Hearing Officer that is appointed by the President. The Step 3 hearing shall be held as soon as practicable and normally within twenty (20) business days of referral of the complaint to the Grievance Hearing Officer or by the President. The complainant and the respondent shall have the right to call witnesses, to testify and to present relevant documentary evidence. The complainant and the respondent shall have the right to cross-examine all witnesses. A tape recording of the proceeding shall be made and a copy shall be provided, at cost, to the complainant and to the respondent. Following the hearing, the Grievance Hearing Officer shall, absent extraordinary circumstances, render a report and recommendation to the President within twenty business days following the hearing. The report shall contain specific findings of fact and recommendations. Upon consideration of the report and recommendation, the President shall render a decision in writing and communicate the same to the complainant, the respondent, and to the TCSG monitoring officer.

**Mediation:**

At any point in the procedure, a grievance may be referred to mediation upon the concurrence of the parties. The Grievance Coordinator shall assist the parties in locating either an in-house or external mediator.

**UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS****I. PURPOSE:**

It is the policy of Savannah Technical College 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 harassing, discriminating, intimidating or retaliatory behavior or conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

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

All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

Savannah Technical College 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 harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

## **II. APPLICABILITY:**

All work units and technical colleges associated with the Technical College System of Georgia.

## **III. RELATED AUTHORITY:**

Title IX of the Educational Amendments of 1972

20 U.S.C. 1681 et seq.

O.C.G.A. 19-7-5

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Procedure: Student Grievances

## **IV. DEFINITIONS:**

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

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

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

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

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

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

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

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

D. Unlawful Discrimination: the denial of benefits or admission to the College or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, or disability.

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

F. 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.

- G. Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.
- H. 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.
- I. Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
- J. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
- K. Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.
- L. Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.
- M. Compliance Officer: the individual designated by the 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.
- N. 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 Department of Education.
- O. Section 504 Coordinator: an individual designated by the President of the College to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

#### **V. ATTACHMENT:**

Attachment 1: Policy 1.B. (see Statement of Equal Opportunity)

Attachment 2: (see TCSG Usage Statement of Equal Opportunity)

#### **VI. PROCEDURE:**

##### **A. Administration and Implementation**

1. Each college President shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.
2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage Statement of Equal Opportunity.
3. 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 unlawful discrimination or harassment.
4. The Compliance Officer will conduct training programs and monitor colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

##### **B. Reporting and Management Action**

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or retaliation against themselves or others, regardless of where the incident occurred. A student may choose to resolve any issues pertaining to unlawful discrimination, harassment, or retaliation informally or may proceed directly to the formal resolution process outlined in this procedure; however,

allegations of sexual violence may not be processed informally and must immediately be reported and investigated in accordance with this procedure.

2. Students have the right 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 technical college shall not delay investigation under this procedure to await the outcome of any criminal investigation.
3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
4. Colleges may weigh a request considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be ensured.
5. Reports concerning unlawful harassment, discrimination or retaliation of students 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 disciplinary measures or corrective actions are considered and taken.
6. Allegations or suspicions of unlawful discrimination, harassment or unlawful retaliation may be reported to Savannah Technical College's Title IX and Section 504 Coordinators, the president, the Commissioner, or the Human Resources Director should the complaint involve employees. Students may also email any complaints to [unlawfulharassment@tcsq.edu](mailto:unlawfulharassment@tcsq.edu).
7. Such reports can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express their complaints in writing to ensure all concerns are addressed.
8. If an allegation of unlawful harassment, discrimination or retaliation is made to an employee not designated to receive such reports, the employee must report the allegation as provided in section 6 above.
9. Allegations of 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.
10. The Commissioner or president may suspend, transfer or reassign employees or students in order to prevent possible further harassment, discrimination, retaliation, to facilitate the investigation, or to implement corrective action under this procedure.
11. Any allegation of unlawful harassment, discrimination, or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

#### C. Investigations

1. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment or retaliation and that a formal investigation will not be conducted pursuant to this procedure. 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.
3. Individuals designated to investigate, review or recommend corrective actions in response to allegations shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. 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.
5. The colleges will evaluate the information collected during the investigation and determine whether a preponderance of the information substantiates that unlawful discrimination, harassment, and/or retaliation has occurred.
6. Investigations and summary findings will be documented appropriately.
7. No later than 10 business days after completion of an investigation, the parties will be provided a summary of the results of the investigation.
8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

#### D. Corrective Actions

1. Savannah Technical College will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If unlawful discrimination, harassment or retaliation is determined to have occurred, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension, expulsion or dismissal from employment, students and staff will be afforded all rights of review or appeal provided for in the applicable disciplinary procedures.
4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.
5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, harassment, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, or retaliation.

#### E. Reviews and Dispositions

1. The parties may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
2. The President shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
3. Within 10 business days of receiving a request for a review of the investigative findings, the president will notify the parties in writing of his/her final determination. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within 3 business days by regular mail or email to one of the following:

Technical College System of Georgia  
Office of Legal Services  
1800 Century Place, N.E.  
Suite 400  
Atlanta, Georgia 30345

OR

[Unlawfulharassment@tcsg.edu](mailto:Unlawfulharassment@tcsg.edu)

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint.

#### VII. RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

#### UNLAWFUL HARASSMENT AND DISCRIMINATION COMPLAINT

##### A. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally.
  - a. Allegations or suspicions of unlawful harassment (excluding sexual harassment) or unlawful retaliation may be reported by the complainant to the Counselor/Coordinator of Special Populations Services at 912.443.5717. Complaints of sexual harassment should be reported to the Registrar, 912.443.5708. All other complaints of sexual harassment should be reported to the Vice President for Student Affairs, 912.443.5707.
  - b. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing on the Student Grievance form.
  - c. After an allegation is made to any of the above employees, that employee shall report the allegation to the President, or her designee, as soon as possible, not to exceed 48 hours.
2. Instructors/administrators who have reason to believe that unlawful harassment, discrimination, and/or retaliation

may exist shall immediately inform the President or one of the persons listed above in 1(a).

3. The reporting individual should keep the information confidential unless release is approved, or unless final action has been approved pursuant to this procedure.
4. The President may suspend, transfer, or reassign personnel or students involved, in order to prevent possible further harassment, discrimination, retaliation or to facilitate the investigation. In emergency situations of a severe nature the President or her designee may take appropriate actions to protect the complainant/alleged victim and/or to deter the alleged violator from any further harassment of the complainant/alleged victim. If the alleged harasser is an employee, the President shall report all actions of this nature and any subsequent change in status or assignment to the Human Resources Director.
5. Unless otherwise authorized by the President in writing, no disciplinary action shall be taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure.
6. Any allegation of unlawful harassment, discrimination, or retaliation may be referred by the President to the TCSG System Office Human Resource Director or Legal Services for investigation. Investigations by the Human Resources Director may be done in conjunction with the local investigator at the President's request.
7. The System Office Human Resources Director/local investigator shall notify the President of the complaint and the pending investigation, unless otherwise directed by the Commissioner.

**B. Investigations:**

1. All complaints of unlawful harassment, discrimination, or unlawful retaliation shall be investigated thoroughly. The President or local investigator is encouraged to consult with the System Office Human Resources Director or Legal Services with any questions or concerns.
2. If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not be investigated. This will be done with joint approval by the local investigator and President. In the case of an investigation being performed by the Compliance Officer, this shall be done with the joint approval of the Assistant Commissioner of Technical Education and the Executive Director, Legal Services. This decision will be made within five business days of receiving the complaint. Immediately following the decision, notice will be given to the complainant, and the complainant shall have the same rights of appeal as set forth in the Appeal by Complainant section below.
3. Where a complaint is investigated, the investigation shall commence within five business days of receipt of the complaint.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.
5. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.
6. The local Investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President.
7. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

**C. Review and Disposition:**

1. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within five business days of receipt of the completed investigation.
2. If the recommendation is that the facts do not support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.
3. If the recommendation is that the facts do support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable

disciplinary procedure (either student or employee).

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

D. Appeal by Complainant:

1. If the complainant wishes to appeal the recommendation by the President that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within five (5) business days of receiving notice of the President's recommendation.
2. The complainant must send the appeal by regular mail, facsimile, or email to the following:  
Executive Director, Legal Services  
1800 Century Place NE, Suite 400  
Atlanta, Georgia 30345-4304  
404.679.1615 (facsimile)  
UnlawfulHarassment@tcsge.edu
3. The Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment/retaliation/discrimination.
4. If the facts do support a finding of unlawful harassment/retaliation/discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.
5. If the facts do not support a finding of unlawful harassment/retaliation/discrimination, the matter will be closed.
6. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within fifteen (15) business days of the receipt of the appeal.

## GENERAL POLICIES AND PROCEDURES

### Visitors

Visitors are always welcome at Savannah Technical College. Visitors are required to check with the appropriate office before visiting the campus. High school students and others wishing to visit the campus may contact the Admissions Office to make arrangements for tours and presentations. Children should not be left unattended in waiting automobiles, hallways, vending areas, offices, classrooms, labs, or the library. Children are not allowed in classrooms or labs when class is in session.

If any student or visitor disrupts the peaceful conduct of the activities on campus or enters the campus with the purpose of committing such an act, he/she may be asked to leave the campus by designated officials. If a person asked to leave the campus fails to do so, law enforcement officials will be notified.

### Student Dress

Savannah Technical College simulates the business/industrial environment. With this in mind, students should dress in an appropriate manner. Dress should be clean, neat, and reflect what is normally worn in the occupation for which the students are being trained. **Short** Shorts, tank tops, sleeveless shirts, bare midriffs or similar attire is not allowed. Pants must be worn at the natural waistline. Certain program areas may have additional dress codes due to safety or other requirements.

### Working Students

Students who work while attending Savannah Technical College are reminded that carrying a full load of courses is a full-time job. It is recommended that no full-time student work more than 20 hours per week.

### Tobacco and Alcohol Policy

Smoking or use of tobacco, in any form, is allowed only in designated smoking areas. The possession and use of alcohol is prohibited on Savannah Technical College's campuses.

### Automobile Use

Students are allowed to park their vehicles in designated student parking areas on Savannah Technical College's campuses during class hours. Vehicles are required to be registered and a parking permit or decal must be displayed prominently on the vehicle. Parking permits and parking regulation information are available through the Savannah Technical College Police Department at each



campus. Savannah Technical College does not assume liability for damage incurred to any vehicle while on campus. Parking is at the owner's risk. Individuals who fail to observe parking and traffic regulations may lose the privilege of bringing a vehicle on campus or be subject to disciplinary action. All vehicles parked and/or operated on any Savannah Technical College campus or properties are expected to be in compliance with all State and Federal law(s).

### **Telephone and Personal Electronics**

Office telephones are for STC business and not for student use. No messages will be taken for students except in cases of emergency. Students having cell phones or beepers must not cause disruption of class. Cell phones must be in the off or silent mode during class. Students must not receive or make calls while in class. Instructors may dismiss the student from class if disruption occurs. Text messaging is strictly prohibited during class time.

### **Food and Beverage in Class**

Students are not permitted to consume food and beverages in classrooms, laboratories or in the library. Each campus has areas that students can take breaks to consume food and beverages outside of the classroom.

### **Pets**

No pets are allowed on campus at any time, except as required as assistance to the disabled.

### **Children on Campus**

Children of currently enrolled students are not permitted to be on campus while their parent/caregiver is attending class. No child can be left unattended for any period of time while on Savannah Technical College premises.

### **Procedures for Reporting a Crime**

All emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors should be reported to the College Police Department.

When an incident is reported, an accident/incident report will be filed with the College Police Department. Statistics concerning the occurrence of criminal offenses on any campus will be available in the College Police Department located on the Savannah Campus, Suite 2123 in Goodman Hall, telephone number 912.356.2300. Crime statistics are available at: <http://www.savannahtech.edu/wp-content/uploads/2013/11/CRIME-STATISTICS-20131.pdf>.

### **Attendance/Withdrawal**

Students are expected to be punctual and attend all classes for which they are registered. Attendance requirements vary by program and will be clearly stated on the course syllabus. Course participation includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials or computer-assisted instruction. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and initiating contact with a faculty member. Logging into the online class does not establish student enrollment and participation in the course.

Students must establish enrollment and course participation each semester before financial aid funds are disbursed. Student attendance will be monitored for the first seven (7) calendar days of each semester. Monitoring attendance beyond the seventh day is at the instructor's discretion.

### **No Show Status**

Students are expected to attend all classes for which they are registered. It is the student's responsibility to drop or withdraw from any course they are not attending. Students who do not establish attendance in at least one class session will be reported as a No Show for the course and if applicable, financial aid will be reduced accordingly.

### **Unofficial Withdrawal**

Students who stop completing assignments, attending class, or participating in online discussions and assignments will be considered unofficially withdrawn. Unofficial withdrawals will be reported to the Registrar by the instructor at the 60% point of the semester. Students are strongly encouraged to follow the Official Withdrawal process below in order to minimize adverse effects to their academic standing.

### **Official Withdrawal from a Course**

Students may withdraw from a course without academic penalty up through the 60% point of the term. After the 60% point, grades of

WP or WF will be assigned and may have a negative effect on academic standing, satisfactory academic progress, financial aid, and student account balance. Students who wish to officially withdraw from individual course(s) but remain enrolled in others must initiate the official withdrawal by contacting the instructor directly in writing or by notifying their Academic Advisor. Students are strongly advised to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing. Withdrawing from a course may have a negative effect on academic standing, satisfactory academic progress, financial aid, and student account balance. The student's official last date of attendance will be the date the student notified the college official.

### **Official Withdrawal from the College**

Students who wish to officially withdraw from the college during a term must submit a Request to Withdraw form to the Student Affairs Office. The date the form is received by the Student Affairs Office will be considered the student's official last date of attendance. Withdrawing from all courses may have a negative effect on academic standing, satisfactory academic progress, financial aid, and student account balance. Students are encouraged to consult with their Academic Advisor and Financial Aid Office prior to withdrawing from the college.

### **Class Records**

The class grade book maintained by the instructor is the official record for all students in a class. It is the official record in all matters pertaining to entrance, attendance, and completion.

### **Programs Resulting in Licensure**

Any student enrolled in any program in a field requiring licensure will be required to make up clinical hours in accordance with the program's policy. Otherwise, consent papers to take the licensing or certification examination will not be signed by the instructor of that program. It is the responsibility of the student to read and comply with the attendance policies; attendance policies of programs in fields requiring licensure may supersede those of STC.

### **Excused Absences**

Military Service/Training, Jury Summons, and School Sponsored Activities will not be counted as absences if substantiating documentation is submitted to the instructor before such events occur. Excused absences will not be used as a basis for withdrawing a student from class or in determining a student's Work Ethics Grade. A student who is granted an excused absence will be responsible for completing all work as assigned by the instructor in order to successfully complete the class.

### **Financial Aid Considerations**

Academic deficiencies or withdrawal from a class may have an adverse effect on financial aid eligibility. It is recommended that every student consult with his or her academic advisor and financial aid representative to determine the effect that a failing grade or withdrawal from class may have on continuing financial aid eligibility.

### **Orientation**

An in-person orientation program is offered each semester to all students. Orientation is an important step toward getting started smoothly at Savannah Technical College. For example, the orientation program assists with regards to being successful at college. Critical academic support programs, financial aid assistance, personal counseling and career services opportunities are covered. Students who have attended the college within the last two years are allowed to do the online Orientation. Any exceptions to this rule must receive written permission from the office of Student Support Services and Retention.

### **Access to Student Records**

Students who are enrolled or have been enrolled formerly at Savannah Technical College have the right to inspect their academic records. Such inspection must be scheduled with the Registrar's Office.

Student records will be maintained in a fireproof secured area. Access to a student's record will be limited to the student and the instructors and administrators within the College, or required third party access. The transcript of the academic record is a document that, at the request of the student or former student, is forwarded to persons or agencies for their use in reviewing the academic performance of the student.

### **Housing**

Savannah Technical College is a nonresidential college and does not maintain dormitory facilities.

## **Insurance**

Credit students are enrolled in a student accident insurance program. Coverage is provided for activities on-campus, as well as those activities sponsored by the College. Students enrolled in specifically designated programs of study requiring individual insurance shall also purchase professional liability insurance.

## **Student Identification**

Students are required to secure a photo ID card at the beginning of the semester of enrollment. The ID should be visibly worn above the waist at all times when the student is on campus. All students are required to have a validated identification card. ID cards must be presented to purchase items in the Campus Shop, check out books from the library, have access to computer labs, and to gain admission to various student activities. New students receive an ID card free of charge; replacement cards cost \$5.00. Students not wearing their Savannah Technical College ID are subject to fine and/or other disciplinary action.

## **Lost and Found**

Students may contact the College Police Department, any police officer or security officer on each campus for lost and found items. Lost ID's, personal items, and property will be held for 30 days before being disposed of.

## **Access to Administrative Offices**

Students wishing to see personnel in any administrative office should first see the receptionist in the immediate area before proceeding to the office. Appointments are encouraged.

## **Vending and Picnic Areas**

Vending machines are conveniently provided in most buildings. The vending areas may not be used to harbor activities or behaviors that infringe on the rights of others, including excessively loud conversations and discussions or profane or abusive language. Problems with vending machines should be reported to the receptionist at the front desk on each campus.

## **Voter Registration**

Students who wish to register to vote may pick up a voter registration card from the Career Center located in the Student Affairs One Stop Center and return it after completing the form. Savannah Technical College will forward the form to the Secretary of State for processing. Disabled students who wish to register to vote may contact Savannah Technical College's Counselor and Special Populations Coordinator at 912.443.5717.

## **STUDENT ORGANIZATIONS AND SPECIAL PROGRAMS**

### **Student Representation in Governance**

Students' role in decision-making is an advisory one accomplished through the Savannah Technical College Student Leadership Council. Representatives from each program area serve on the Student Leadership Council. The council sponsors various events and manages community service and college improvement projects. Students interested in serving on the council should contact their respective program advisors.

During Spring Semester, council representatives elect officers who serve a one-year term that begins the following Fall Semester. The permanent slate of officers includes the president, vice president, treasurer, and secretary. A majority vote of the council establishes other officer positions. The officers serve on the Executive Board of the Student Leadership Council. The Executive Board approves expenditures of student activity fees, oversees budget requests submitted by student organizations, determines fund raising policies for student organizations, evaluates fund-raising activities conducted by student organizations, establishes meeting schedules for the student advisory council, reviews and recommends changes to the by-laws of the council, and coordinates the activities of the council. The Coordinator of Career Services and Student Activities serves as the College advisor for the student advisory council and is an ex-officio member of the Executive Board.

### **Student Organizations**

Savannah Technical College encourages students to participate in organizations to build leadership and service capabilities and to further their professional development. Student organizations exist to offer fellowship, related educational experiences, continuing education, networking, and professional competition at local, state, and national levels. Savannah Technical College administers a program of co-curricular activities through the Student Activities Office. Membership in all student organizations and participation in all student activities is open to all students regardless of race, color, ethnic or national origin, sex, disability, or age. Students should contact the Office of Student Activities for a complete list of the organizations available to students.

Savannah Technical College established local chapters of national honor societies to recognize and encourage scholarship among students and to foster academic excellence among their members. National Technical Honor Society is for all students, and Phi Theta Kappa is for students pursuing associate degrees. Membership in these organizations is by invitation and based on academic achievement.

### **Chartering New Student Organizations**

Flexibility is the basis for forming and dissolving student organizations. The College sanctions campus organizations when students or faculty express an interest in creating one, and the College dissolves organizations when there is a lack of interest or the organization is no longer serving a need. Students wishing to charter a new student organization must submit the following information in writing to the Coordinator of Career Services and Student Activities:

- Name of organization;
- Names of students filing the proposal;
- Purpose of the organization, including an explanation of its need;
- Qualifications for membership;
- Proposed membership fees;
- Number of students wishing to join;
- Officer and leadership structure;
- Time and process for the election of officers;
- Explanation of extra-campus affiliations, such as national parent organizations;
- Proposed bylaws and charter, including guarantees that student organizations will abide by the College's non-discrimination policies and the Student Code of Conduct;
- Proposed meeting schedule; and
- Signed statement from a faculty or staff member of Savannah Technical College signifying agreement to serve as the advisor for the organization.

The Coordinator of Career Services and Student Activities will examine charter applications and reject those not properly submitted. After this review, the coordinator will submit charter applications to the Vice President for Student Affairs and President for final approval.

The College recognizes those organizations whose purposes and proposed activities clearly relate to the educational goals and mission of the College. The College will deny recognition if evidence shows that proposed organizations will likely interfere or conflict with the educational process of the College or the regular and orderly operation of the College; appropriate discipline within the College Community; academic pursuits of teaching, learning, and other campus activities; laws or public policies of the State of Georgia and the United States; and/or regulations of the College and the policies of the Board of Directors of the Technical College System of Georgia.

If the Coordinator of Career Services and Student Activities deny recognition, students submitting the charter application may appeal the decision to the Vice President for Student Affairs. If the Vice President denies recognition, students may appeal the decision to the President of the College. The decision of the President shall be final.

Approval of charters authorizes new organizations to use college facilities and equipment, subject to policies established by the College and the Board of Directors of the Technical College System of Georgia. In receiving approval, new organizations are eligible to receive student activities funds, subject to the policies of the College and Board of Directors of the Technical College System of Georgia that govern the allocation of student activity fees through the Executive Board of the Student Leadership Council.

### **Rules and Regulations Governing Student Organizations**

All student organizations must have faculty/staff advisors. The advisor is responsible for guiding club activities and ensuring that student organizations follow all rules and regulations of the College and the Board of Directors of the Technical College System of Georgia. Advisors must report any violations of these rules and regulations to the Coordinator of Career Services and Student Activities. Students who violate these rules and regulations are subject to the student disciplinary procedures as outlined in this catalog.

Activities of organizations must conform to the stated purposes in the organizational charters and bylaws. The College prohibits damage to College property, other entities, or people resulting from organizational activities, and student organizations are responsible for all damages. Savannah Technical College also prohibits organizational activities that encourage disorderly conduct that interferes with

regular and orderly operations of the College. No organization shall commit, encourage, condone, or contribute to violations of College rules and regulations, the policies of the Board of Directors of the Technical College System of Georgia, or the laws of the State of Georgia or the United States.

Organizations must carry out business transactions and contractual relations with punctual discharge of valid obligations and prudent use of funds. The use of allocated student activities monies must conform to the purposes and practices approved by the Executive Board of the Student Leadership Council. Organizations must submit all financial records to the Coordinator of Career Services and Student Activities each semester. Failure to submit financial records results in the forfeiture of allocated student activities monies for the remainder of the academic year.

To receive annual allocations of student activities monies, organizations must submit proposed budgets each Spring Semester to the Executive Board of the Student Leadership Council. In allocating student activities monies, the Executive Board takes into account membership activity, fundraising efforts during the preceding academic year, community activities, and campus-based activities designed to improve overall student experience.

The Coordinator of Career Services and Student Activities must approve all campus displays, including posters, notices, and banners. The College prohibits displays that litter the campus, damage College property, or materially interfere with the regular operations of the College. Campus displays or other materials produced by student organizations shall not contain material that is obscene or defamatory (as defined by the Code of Georgia, 26-20101).

The Coordinator of Career Services and Student Activities and the Vice President for Student Affairs periodically review the activities of all student organizations to determine if they are complying with College rules and regulations and to ensure that student fundraising activities are consistent with overall College objectives. Savannah Technical College may bring charges against recognized organizations for violating College rules and regulations. A judiciary body will hear these charges and render a verdict (see Student Disciplinary Policies and Procedures).

### **Student Organization Fundraising**

The Coordinator of Career Services and Student Activities will only authorize fundraising activities for those student organizations officially chartered by the College. The College defines student organization fundraising as seeking donations or support from others; the selling and distribution of items, materials, products, or services; and the sponsorship of events where admission is charged. All fundraising events must be consistent with the policies and procedures of the College and the Board of Directors of the Technical College System of Georgia and the laws of the State of Georgia and the United States.

To receive approval, proposed student organization fundraising must comply with the following:

- Projects may not interfere with normal academic programs or functions.
- Fundraising activities may not take place in offices or classrooms, and organizations may only conduct fundraising activities in areas approved by the Coordinator of Career Services and Student Activities.
- Student organizations must submit all fundraising requests to the Coordinator of Career Services and Student Activities at least two weeks prior to the proposed events.

The Coordinator of Career Services and Student Activities will give priority to fundraising that is educational or directly relevant to the curriculum, philanthropic in nature, or beneficial to the entire College Community.

Offices or advisors of student organizations may not sign contracts until the Coordinator of Career Services and Student Activities and the Vice President for Administration Services approve the requests and contracts. Student organizations must document receipts and disbursements for each approved fundraising activity to the Business Office within five days after the completion of an activity. The business office must approve procedures for collecting money, and all checks must be payable to Savannah Technical College. Organizations can hold up to two fundraising events per semester. Organizations must submit separate requests for each fundraising activity.

Failure to comply with these rules will be grounds to deny future requests. The College may deny fundraising requests for any of the following:

- Adequate resources are unavailable to assist in supporting projects.
- The requested activities are clearly outside the express purposes of the organization as stated in charters and/or bylaws.
- The organization is on disciplinary probation or suspension or is inactive.

- The risk factor is excessive.
- The requested activities are not consistent with the policies and procedures of the College or the Board of Directors of the Technical College System of Georgia and the laws of the State of Georgia and the United States.
- Another student organization is planning a fundraising activity during the dates requested.

### **Campus Life**

Savannah Technical College is committed to meeting the educational needs of its students and recognizes that students benefit from involvement in campus organizations and activities. Savannah Technical College facilitates leadership development and personal enrichment by providing a variety of organizations and activities in which students may participate. The Student Affairs Division oversees all student activities and organizations. The Vice President for Student Affairs or his designee must approve all student activities in advance. Faculty and staff advisors of the organizations must be sure that the organizations observe all rules and regulations of the College and hold true to the principles and purposes on which they were established.

### **Decision Making Process**

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

### **Student Leadership Council**

The Student Leadership Council (SLC) includes students from all programs of study. The purpose of the organization is to promote better relations between the students and faculty, to enhance the physical appearance of the school, to help promote the school and its functions, to plan student activities and to help the school in any way possible. SLC meets on a monthly basis and other times as needed.

### **Phi Beta Lambda**

The purpose of Phi Beta Lambda (PBL) is to provide opportunities for postsecondary students to develop vocational competencies for business and office occupations. PBL is an integral part of the instructional programs at Savannah Technical College and promotes a sense of civic and personal responsibility in students.

The specific goals of PBL are to:

1. Develop competent, aggressive business leadership;
2. Strengthen the confidence in students;
3. Create more interest in and understanding of American business enterprise;
4. Encourage membership in the development of individual projects that contribute to the improvement of home, business and community;
5. Promote sound financial management;
6. Encourage scholarship and promote school loyalty;
7. Assist students in the establishment of occupational goals; and
8. Facilitate the transition from school to work.

### **National Technical Honor Society**

The National Technical Honor Society (NTHS) is an honor organization for students enrolled in occupational technical programs. NTHS works to promote leadership, honesty, career development and skilled workmanship; to award student achievement; to encourage and assist student education and career goal setting; to promote stronger linkage between local technical colleges, business and industry; and to promote the image of technical education.

In order to become a member of NTHS, a student must:

1. Be recommended by an instructor in his/her program;
2. Have taken 12 credit hours per semester for two consecutive semesters in one program;
3. Have and maintain a 3.5 overall average, excluding courses in developmental studies;
4. Not make lower than a final grade of B in any course; and
5. Have good character, exhibit leadership skills and plan to pursue a career in his/her program of study.

Benefits of membership in NTHS are:

Certificate of membership card and pin

Seal indicating membership on diploma

Panel indicating membership to wear on graduation gown

### **Professional Organizations**

Students are encouraged to participate in organizations related to their programs of study. Student organizations are formed to encourage on-campus student participation and engagement. Students have opportunities to network with others in their program areas as well as with faculty and staff advisors. Participation in student organizations helps to develop students' leadership skills, promotes social interactions, and encourages students to become involved in community and civic activities.

The following is a list of active organizations (January 2014):

- American Welding Society Student Chapter
- Association of Computer Information Systems (ACIT)
- Barbering Club
- Construction Management Student Association
- Cosmetology Club
- Dental Assisting Club
- Electrical Construction Club
- Emergency Medical Services Club
- Institute of Electronic and Electrical Engineers (IEEE) Club
- Historic Preservation Club
- HOLA
- HVAC Club
- Industrial Technology Club
- International Association
- LEX Honor Society for Paralegal Studies
- Liberty Association for the Education of Young Children (LAEYC)
- Medical Assisting Club
- National Technical Honor Society (NTHS)
- Paralegal Association
- Peace Officer Academy Club
- Phi Beta Lambda (PBL)
- Phi Theta Kappa Honor Society
- Practical Nursing Club (Liberty)
- Practical Nursing Club (Savannah)
- Savannah Association for the Education of Young Children (SAEYC)
- Savannah Chefs Association Junior Chapter
- Student Leadership Council (SLC)
- Savannah Tech Customizers
- Savannah Tech International Gearz
- Skills USA
- Student American Dental Hygienists' Association
- Student Veteran Association
- Surgical Technology Club

### **Georgia Occupational Award of Leadership (GOAL)**

(A local, regional, and state competition involving students)

The Georgia Occupational Award of Leadership (GOAL) program was established in 1971 to recognize and reward excellence in technical education. The GOAL program is an outstanding example of education joining hands with business and industry. The objectives of the GOAL program are as follows:

1. To spotlight the role of technical education in our modern economy.
2. To reward those students who excel in learning a gainful skill.
3. To stimulate greater pride in workmanship.

4. To generate greater public respect and appreciation for the working man and woman.
5. To emphasize the dignity of work in our society.

Instructors nominate outstanding students for the GOAL program. A winner is then chosen by means of a two-part interview process. The Savannah Technical College winner competes at the consortia level and at the state level where Georgia's technical college student of the year is announced.

## **Skills USA**

(A state and national competition involving students)

Skills USA is a professional organization that recognizes outstanding students in secondary and postsecondary education. Skills USA members participate in chapter meetings, competitions, leadership conferences, and activities. Members conduct community service projects. They can also interact with local business people in their field of study. Through the Skills USA Championships program, members can earn recognition, industry tools and prizes, and college scholarships by competing in local, state, and national competitions.

## **TUTORIAL SERVICES**

### **Student Enrichment Center**

The Student Enrichment Center provides the tools necessary to elevate the level of education for all students at Savannah Technical College using educational and literacy resources, information and professional development to help students succeed.

Services offered at the Student Enrichment Center:

#### *Bootcamp*

Prior to taking COMPASS, students may sign up for a BootCamp session that will walk them through COMPASS basics, COMPASS practice tests, test-taking strategies and using the online calculator.

#### *Tutorial*

Qualified professional staff and peer tutors are available to assist you with your academic needs. Tutorial services are offered in 096, 097, 098, and 100 levels Mathematics, English, Writing, and Reading courses. If you are struggling with homework, have met with your instructor, and are still having difficulty, then you will find it helpful to seek the assistance of a tutor.

#### *By-Appointment Tutoring*

Schedule a one hour-long appointment with a tutor to work on specific disciplines.

#### *Walk-In Tutoring*

Work with tutors on a first-come, first-served basis and discuss course material, assignments and learning strategies. Depending on the discipline, tutors will work with students individually or in small groups.

#### *Individual Tutoring*

Meet one-on-one with a tutor who can help you with course material, receive feedback on your work, and help you develop strategies for academic success.

#### *Study Strategies Seminars*

We will have small-group seminars that will help you develop better study habits. These seminars will help you to manage your current and future coursework and achieve your academic goals.

#### *Writing Workshops*

Workshop leaders will use course readings and assignments, as well as supplementary material, to help you develop your critical reading, writing and analytic skills.

## **COUNSELING AND DISABILITY SERVICES**

Counseling and Disability Services are available to any student at Savannah Technical College. Short term individual, academic, and career counseling are available on all campuses. Students may request counseling for themselves or be referred by a faculty or staff member. The First Alert System is a referral system through which an instructor can refer a student for academic or personal assistance. It provides a team approach to problem solving with the instructor, the student, and the counselor working together.

Counseling at Savannah Technical College is a mental health resource to provide free, personal and confidential counseling in a safe and supportive environment. The purpose of this resource is to help students acquire the skills, attitudes, and insights to enable



them to address stress and conflicts that may prevent them from reaching their full potential. Workshops are presented each semester on topics such as time management, study skills, stress management, overcoming test anxiety, career decision-making, relationship issues, and self-esteem. To request counseling services, students should contact the Counselor/Coordinator of Special Populations Services at 912.443.5717.

Disability Services are offered to students who self-identify and provide appropriate documentation of a disability. Savannah Technical College strives to provide reasonable, quality academic accommodations based on the nature of the disability, the cost of the accommodation needed, and the availability of financial resources within the institution and from other agencies.

Accommodations may include, but are not limited to: extended time on tests, special testing arrangements, use of print enlarging screen readers, audio tapes in class, sign language interpreters, books in alternate format, short term counseling, and assistive technology.

As defined by the Americans with Disabilities Act (ADA), a qualified individual is one who, with or without reasonable accommodations, can perform the essential functions of a program or course requirement. The College is not required to lower or make extensive modifications to essential functions of a program or course requirement to accommodate a student with a disability. The College does not have to make modifications that would fundamentally alter the nature of a service, program, or activity or that would result in undue financial or administrative burdens.

Students with disabilities may request services at any time but are encouraged to do so as early as possible. Some accommodations may take more time to provide than others. If a person chooses to voluntarily disclose a disability, the following steps may be used:

1. Contact the Coordinator of Special Populations at 912.443.5717 or e-mail [bbeam@savannahtech.edu](mailto:bbeam@savannahtech.edu).
2. Provide documentation from a licensed psychiatrist, a psychologist, or another qualified health professional who is an expert in the field of the disability. The professional's report should be dated and signed, and it should be no more than 3 years old. The costs of obtaining documentation are the student's responsibility. Individual Education Plans are not sufficient documentation for college accommodations. Disability related information will be kept confidential and filed in the Office of Special Populations.
3. Meet with disability services each semester to request accommodations. Savannah Technical College is committed to providing an equal educational opportunity for all students who have a documented disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

## **SPECIAL POPULATIONS**

Special Populations is a program designed to help single parents, nontraditional students, displaced homemakers, students with disabilities, and individuals with limited English proficiency overcome existing barriers to education. For additional information, contact the Coordinator of Special Populations at 912.443.5717. Upon verifying eligibility for the program, a student may be able to receive assistance with the following services:

- Lending Library program
- Short term counseling
- Workshops offered each semester
- Referrals to community and school services

Special Populations information is collected when the student is accepted into Savannah Technical College by completing the Special Populations Survey form. Any enrolled student interested in applying to the program may contact the Coordinator of Special Populations at any time.

## **CENTER FOR WORKING FAMILIES**

Savannah Technical College became a Center For Working Families partner in 2010. STC's Office of Student Support Services works with many community partners in our four county area and has access to multiple resources for our students through these CWF partnerships. STC offers SNAP (Food Stamp) screening and assessment for other benefits as a function of our Center for Working Families so students can be informed of all the benefits they are eligible for.

## **CAREER SERVICES**

Savannah Technical College provides career services for all students. Students who need assistance finding employment; help with resume/cover letter development; job interview preparation; or to review available job listings should contact the Career Services Office at 912.443.5880 or visit the Career Center which is located in the Student Affairs One Stop Center. The philosophy at Savannah Technical College emphasizes that to be effective, career services must include administrators, staff, faculty, advisory members and students. Services include job search assistance, job referral, employability skills (EMP 1000), and assistance with resume/cover letter preparation and work ethics within each occupational program. More information and current job openings are available on the STC website.

### **Career Counseling**

Career services and counseling are available to any potential or current student unsure of a program choice. Career inventories and/or assessments are available in the Career Center which is located in the Student Affairs One Stop Center. Career or program questions may be discussed with the Career Services and Student Activities Coordinator. Final program decision is up to the student. To request career counseling services, students should contact the Career Services and Student Activities Coordinator at 912.443.5880.

## **NON-DISCRIMINATION**

### **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, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all Technical College System of Georgia and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships, loans, and student life including any Workforce Investment Act of 1998 (WIA) Title I Financed Programs. It also applies to the recruitment and employment of personnel and contracting for goods and services. The Technical College System of Georgia and Savannah Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

## **STUDENT CONSUMER INFORMATION**

### **Student Body Diversity**

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes disclosure and reporting requirements that institutions are required to make available to current and prospective students.

The following represents the percentage of full-time students by gender and by race/ethnicity group for the Fall 2013 semester. The percentage of full-time students in that term who received the Pell Grant is also included.

<b>Category</b>	<b>Percentage of full-time enrollment</b>
Male	38.5%
Female	61.5%
Nonresident Alien	0.02%
Hispanic	6.5%
American Indian	0.3%
Asian	2.3%
Black	47.9%

Native Hawaiian	0.01%
White	40.4%
Two or more races	2.1%
Race and ethnicity unknown	0.01%
Pell Grant Recipients	64.1%

For more information about the Higher Education Opportunity Act, please refer to the U.S. Department of Education website at: <http://www2.ed.gov/policy/highered/leg/hea08/index.html>

## ACADEMIC AFFAIRS PROGRAMS OF STUDY *(Fall Semester 2014)*

Accounting, Associate of Applied Science  
Accounting, Diploma  
Computerized Accounting Specialist, TCC  
Tax Preparation Specialist, TCC

Air Conditioning Technology, Associate of Applied Science  
Air Conditioning Technology, Diploma  
Air Conditioning Electrical Technician, TCC  
Air Conditioning Technician Assistant, TCC

Automotive Technology, Associate of Applied Science  
Automotive Technology, Diploma  
Automotive Collision Repair, Diploma  
Automotive Fundamentals, Diploma  
Automotive Chassis Technician Specialist, TCC  
Automotive Climate Control Technician, TCC  
Automotive Collision Repair Assistant I, TCC  
Automotive Collision Repair Assistant II, TCC  
Automotive Electrical/Electronic Systems Technician, TCC  
Automotive Engine Performance Technician, TCC  
Automotive Engine Repair Technician, TCC  
Automotive Refinishing Assistant I, TCC  
Automotive Refinishing Assistant II, TCC  
Automotive Transmission/Transaxle Technician Specialist, TCC

Aviation Maintenance Technology, Associate of Applied Science  
Aviation Maintenance Technology, Diploma

Aviation Maintenance Technician, TCC  
Aviation Maintenance Technician – Airframe, TCC  
Aviation Maintenance Technician – Powerplant, TCC

Business Administrative Technology, Associate of Applied Science  
Business Administrative Technology, Diploma  
Medical Front Office Assistant, TCC  
Microsoft Office Application Professional, TCC  
Technical Specialist, TCC

Business Management, Associate of Applied Science  
Business Management, Diploma  
Human Resource Management Specialist, TCC  
Team Supervisor, TCC

Computer Support Specialist, Associate of Applied Science  
Computer Support Specialist, Diploma  
CISCO Networking Specialist, TCC  
Microsoft Network Administrator, TCC  
PC Repair and Network Technician, TCC

Construction Management, Associate of Applied Science  
Residential Weatherization and HVAC Specialist, Associate of Applied Science  
Construction Management, Diploma  
Residential Weatherization and HVAC Specialist, Diploma  
Construction Management Apprentice, TCC  
Construction Manager, TCC  
Green Hydronic Heat Specialist, TCC  
Residential Energy Auditor, TCC

Criminal Justice Technology, Associate of Applied Science  
Criminal Justice Associate of Science Degree  
Criminal Justice Technology, Diploma  
Criminal Justice Fundamentals, TCC  
Criminal Justice Specialist, TCC  
Basic Law Enforcement (offered by the Peace Officer Academy), TCC  
Culinary Institute of Savannah-Culinary Arts, Associate of Applied Science  
Culinary Institute of Savannah-Culinary Arts, Diploma

Culinary Baking and Pastry Arts, Associate of Applied Science  
Culinary Baking and Pastry Arts, Diploma  
Food Production Worker I, TCC

Dental Hygiene, Associate of Science

Drafting Technology, Associate of Applied Science  
Drafting Technology, Diploma  
CAD Operator, TCC  
CAD Operator Mechanical, TCC  
CATIA Technician, TCC

Early Childhood Care/Education, Associate of Applied Science  
Early Childhood Care/Education, Diploma  
Child Development Associate Preparation, TCC  
Child Development Specialist, TCC  
Early Childhood Exceptionalities, TCC  
Early Childhood Program Administration, TCC  
Family Child Care Specialist, TCC  
Infant and Toddler Child Care Specialist, TCC  
Early Childhood Care and Education Basics, TCC

Electrical/Computer Engineering Technology, Associate of Applied Science

Electrical Utility Technology, Associate of Applied Science  
Electrical Utility Technology, Diploma  
Electrical Utility Technician, TCC

Fire Science Technology, Associate of Applied Science  
Fire Science Technology, Diploma  
Firefighter/EMSP Diploma  
Fire Officer I, TCC  
Fire Officer II, TCC  
Firefighter I, TCC  
Firefighter II, TCC  
Basic Fire Company Officer, TCC

Historic Preservation and Restoration, Associate of Applied Science  
Historic Preservation and Restoration, Diploma  
Certified Construction Worker, TCC  
Concrete Forming, TCC  
Green Building Technician, TCC  
Historic Preservation and Restoration Technician, TCC

Hotel/Restaurant/Tourism Management, Associate of Applied Science  
Hotel/Restaurant/Tourism Management, Diploma  
Restaurant Manager, TCC

Industrial Systems Technology, Associate of Applied Science  
Industrial Systems Technology, Diploma  
Industrial Electrical Assistant, TCC  
Industrial Instrumentation Assistant, TCC  
Industrial Maintenance Assistant, TCC  
Programmable Control Technician, TCC

Logistics Management, Associate of Science

Marketing Management, Associate of Applied Science  
Marketing Management, Diploma  
Entrepreneurship, TCC  
Marketing Specialist, TCC  
Sales Representative, TCC  
Small Business Marketing Manager, TCC

Networking Specialist, Associate of Applied Science  
Networking Specialist, Diploma

Paralegal Studies, Associate of Applied Science

Paramedicine, Associate of Applied Science  
Paramedicine, Diploma  
EMS Professions, Diploma  
Advanced Emergency Medical Technician (AEMT), TCC  
Emergency Medical Technician (EMT), TCC

Precision Manufacturing, Associate of Applied Science

Surgical Technology, Associate of Applied Science  
Surgical Technology, Diploma  
Central Sterile Supply Processing Technician – Advanced, TCC

Aircraft Structural Technology, Diploma  
Aircraft Assembly Technician, TCC  
Aircraft Upholstery and Trim, TCC  
Luxury Craft Cabinetmaking, TCC

Barbering, Diploma  
Barbering for Cosmetologists, TCC

Cosmetology, Diploma  
Nail Technician, TCC  
Shampoo Technician, TCC

Dental Assisting, Diploma

Electrical Technology, Diploma  
Sustainable Technology, Diploma  
Photovoltaic Systems Installation/Repair Technician, TCC  
Residential Wiring Technician, TCC

Machine Tool Technology, Diploma  
CNC Technology, Diploma  
CNC Specialist, TCC  
Lathe Operator, TCC  
Mill Operator, TCC

Medical Assisting, Diploma  
Medical Coding/Insurance Data Entry Specialist, TCC

Practical Nursing, Diploma  
Nurse Aide, TCC

Welding and Joining Technology, Diploma  
Advanced Shielded Metal Arc Welder, TCC  
Basic Shielded Metal Arc Welder, TCC  
Flux Cored ARC Welder, TCC  
Gas Metal Arc Welder, TCC  
Gas Tungsten Arc Welder, TCC  
Vertical Shielded Metal Arc Welder, TCC

Certified Customer Service Specialist, TCC

Certified Manufacturing Specialist, TCC

Certified Warehousing and Distribution Specialist, TCC

Commercial Truck Driving, TCC

Health Care Assistant, TCC

Health Care Science, TCC

Phlebotomy Technician, TCC

Masonry Apprentice, TCC

**AC13 Accounting**  
**Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	64

**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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading: 79

English: 62

Algebra: 37

**Program Courses**

**Credits**

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

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric	3
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Area II – Social/Behavioral Sciences	3
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Area III – Natural Sciences/Mathematics – Select one of the following courses



MATH 1100 – Quantitative Skills and Reasoning	3
MATH 1101 – Mathematical Modeling	3
MATH 1111 – College Algebra	3
Area IV – Humanities/Fine Arts	3
General Core Elective (from Areas I, II, III, or IV)	3
Occupational Courses:	
ACCT 1100 – Financial Accounting I	4
BUSN 1440 – Document Production	4
COMP 1000 – Introduction to Computers	3
ACCT 1105 – Financial Accounting II	4
ACCT 1110 – Managerial Accounting	3
ACCT 1115 – Computerized Accounting	3
BUSN 1410 – Spreadsheet Concepts & Applications	4
ACCT 1125 – Individual Tax Accounting	3
ACCT 1130 – Payroll Accounting	3
Accounting Electives	9
Free Electives	9

## AC12 Accounting

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	42

#### 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.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Mathematics:	26

#### Program Courses

#### Credits

##### Basic Skills Courses:

ENGL 1010 – Fundamentals of English I	3
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Select *one* of the following Social/Behavioral Science Courses – 2 credits:

EMPL 1000 – Interpersonal Relations and Professional Development	2
PSYC 1010 – Basic Psychology	3

Select *one* of the following Math Course - 3 credits:

MATH 1011 – Business Mathematics	3
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MATH 1012 – Foundations of Mathematics	3
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Occupational Courses:

ACCT 1100 – Financial Accounting I	4
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BUSN 1440 – Document Production	4
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COMP 1000 – Introduction to Computers	3
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ACCT 1105 – Financial Accounting II	4
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ACCT 1115 – Computerized Accounting	3
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BUSN 1410 – Spreadsheet Concepts & Applications	4
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ACCT 1125 – Individual Tax Accounting	3
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ACCT 1130 – Payroll Accounting	3
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Accounting Elective	3
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Occupational Elective	3
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## **CAY1 Computerized Accounting Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	21

#### **Program Description:**

The Computerized Accounting Specialist technical certificate provides students with skills to perform a variety of accounting applications using accounting software and practical accounting, spreadsheet fundamentals and basic computers.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

ACCT 1100 – Financial Accounting I	4
BUSN 1410 – Spreadsheet Concepts & Applications	4
COMP 1000 – Introduction to Computers	3
ACCT 1105 – Financial Accounting II	4
ACCT 1115 – Computerized Accounting	3
Accounting Elective	3

## **TPS1 Tax Preparation Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	16

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

COMP 1000 – Introduction to Computers	3
ACCT 1100 – Financial Accounting I	4
ACCT 1125 – Individual Tax Accounting	3
ACCT 2120 – Business Tax Accounting	3
Accounting Elective	3

## **ACT3 Air Conditioning Technology**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	66

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 79

English: 62

Algebra: 37

#### **Program Courses**

#### **Credits**

General Education Core (Required minimum: 15 Semester hours)

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric

3

## Area II – Social/Behavioral Sciences

Social Sciences/Behavioral Sciences Elective	3
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## Area III – Natural Sciences/Mathematics

Choose one of the following courses

MATH 1111 – College Algebra	3
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MATH 1100 – Quantitative Skills and Reasoning	3
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MATH 1101 – Mathematical Modeling	3
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## Area IV – Humanities/Fine Arts

Humanities/Fine Arts Elective	3
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## Program-Specific Requirements

General Core Elective	3
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## Occupational Courses

AIRC 1005 – Refrigeration Fundamentals	4
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AIRC 1010 – Refrigeration Principles and Practices	4
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AIRC 1020 – Refrigeration Systems Components	4
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COMP 1000 – Introduction to Computers	3
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AIRC 1030 – HVACR Electrical Fundamentals	4
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AIRC 1040 – HVACR Electrical Motors	4
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AIRC 1050 – HVACR Electrical Components and Controls	4
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AIRC 1060 – Air Conditioning Systems Application and Installation	4
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AIRC 1070 – Gas Heat	4
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AIRC 1080 – Heat Pumps and Related Systems	4
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AIRC 1090 – Troubleshooting Air Conditioning Systems	4
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## Course Electives – Choose minimum 8 credits

AIRC 2005 – Design and Application of Light Commercial Air Conditioning	3
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AIRC 2010 – Light Commercial Air Conditioning Control Systems	3
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AIRC 2020 – Light Commercial Air Conditioning Systems Operation	5
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AIRC 2040 – Residential Systems Designs	5
AIRC 2050 – Georgia State and Local Residential Air Conditioning Codes	3
AIRC 2060 – Air Distribution Systems for Residential Air Conditioning	3
AIRC 2070 – Commercial Refrigeration Design	3
AIRC 2080 – Commercial Refrigeration Application	5
AIRC 2090 – Troubleshooting and Servicing Commercial Refrigeration	3



## **ACT2 Air Conditioning Technology**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	51

#### **Program Description:**

The Air Conditioning Technology Diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualification of an air conditioning technician.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

##### Basic Skills Courses

MATH 1012 – Foundations of Mathematics

3

ENGL 1010 – Fundamentals of English I	3
EMPL 1000 – Interpersonal Relations and Professional Development	2
Occupational Courses	
AIRC 1005 – Refrigeration Fundamentals	4
AIRC 1010 – Refrigeration Principles and Practices	4
AIRC 1020 – Refrigeration Systems Components	4
AIRC 1030 – HVACR Electrical Fundamentals	4
AIRC 1040 – HVACR Electrical Motors	4
AIRC 1050 – HVACR Electrical Components and Controls	4
AIRC 1060 – Air Conditioning Systems Application and Installation	4
AIRC 1070 – Gas Heat	4
AIRC 1080 – Heat Pumps and Related Systems	4
AIRC 1090 – Troubleshooting Air Conditioning Systems	4
COMP 1000 – Introduction to Computers	3

## **ACK1 Air Conditioning Electrical Technician**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	12

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

AIRC 1030 – HVACR Electrical Fundamentals	4
AIRC 1040 – HVACR Electrical Motors	4
AIRC 1050 – HVACR Electrical Components and Controls	4

**AZ31 Air Conditioning Technician Assistant**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	12

**Program Description:**

The Air Conditioning Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

AIRC 1005 – Refrigeration Fundamentals	4
AIRC 1010 – Refrigeration Principles and Practices	4
AIRC 1020 – Refrigeration Systems Components	4

## **AT23 Automotive Technology**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	62

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 79

English: 62

Numerical: 37

#### **Program Courses**

#### **Credits**

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

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric

3

Area II – Social/Behavioral Sciences

Social/Behavioral Sciences Elective	3
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Area III – Natural Sciences/Mathematics – Select one of the following courses

MATH 1100 – Quantitative Skills and Reasoning	3
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MATH 1101 – Mathematical Modeling	3
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MATH 1111 – College Algebra	3
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Area IV – Humanities/Fine Arts

Humanities/Fine Arts Elective	3
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Program-Specific Requirements

General Core Elective	3
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## **AT14 Automotive Technology**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	55

#### **Program Description:**

The Automotive Technology Associates Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as rounded entry-level technicians.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	79
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

##### Basic Skills Courses:

MATH 1012 Foundations of Mathematics	3
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ENGL 1010 Fundamental of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
Occupational Courses:	
AUTT 1010 – Automotive Technology Introduction	2
AUTT 1020 – Automotive Electrical Systems	7
AUTT 1030 – Automotive Brake Systems	4
AUTT 1040 – Automotive Engine Performance	7
AUTT 1050 – Automotive Suspension and Steering Systems	4
AUTT 1060 – Automotive Climate Control Systems	5
AUTT 2010 – Automotive Engine Repair	6
AUTT 2020 – Automotive Manual Drive Train and Axles	4
COMP 1000 – Introduction to Computers	3
AUTT 2030 – Automotive Automatic Transmissions and Transaxles	5
Electives (Choose One)	
AUTT 1070 – Automotive Technology Internship	4



## ACR2 Automotive Collision Repair

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	45

#### Program Description:

The Automotive Collision Repair program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive painting and refinishing depending on the specialization area a student chooses to complete. Program graduates receive an Automotive Collision Repair diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### Program Courses

#### Credits

##### Basic Skills Courses:

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

ACRP 1000 – Introduction to Automotive Collision Repair	4
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ACRP 1005 – Automobile Component Repair and Replacement	4
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ACRP 1010 – Foundations of Collision Repair	5
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COMP 1000 – Introduction to Computers	3
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ACRP 1015 – Fundamentals of Automotive Welding	4
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ACRP 1018 – Mechanical and Electrical Systems	4
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Complete *one* of the following Specializations:

Refinishing Specialization

ACRP 2000 – Introduction to Refinishing	5
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ACRP 2005 – Fundamentals of Refinishing I	5
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ACRP 2008 – Fundamentals of Refinishing II	3
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ACRP 2009 – Refinishing Internship	3
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ACRP 2010 – Major Collision Repair	5
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ACRP 2015 – Major Collision Replacements	5
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ACRP 2019 – Major Collision Internship	3
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## AF12 Automotive Fundamentals

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	40

#### Program Description:

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

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	79
English:	32
Numerical:	26

#### Program Courses

#### Credits

##### Basic Skills Courses:

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

AUTT 1010 – Automotive Technology Introduction	2
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AUTT 1020 – Automotive Electrical Systems	7
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AUTT 1030 – Automotive Brake Systems	4
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AUTT 1040 – Automotive Engine Performance	7
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AUTT 1050 – Automotive Suspension and Steering Systems	4
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AUTT 1060 – Automotive Climate Control Systems	5
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COMP 1000 – Introduction to Computers	3
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## **ASG1 Automotive Chassis Technician Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	17

#### **Program Description:**

The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

AUTT 1010 – Automotive Technology Introduction	2
AUTT 1020 – Automotive Electrical Systems	7
AUTT 1030 – Automotive Brake Systems	4
AUTT 1050 – Automotive Suspension and Steering Systems	4

**AH21 Automotive Climate Control Technician**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	14

**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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

AUTT 1010 – Automotive Technology Introduction	2
AUTT 1020 – Automotive Electrical Systems	7
AUTT 1060 – Automotive Climate Control Systems	5

## **AB51 Automotive Collision Repair Assistant I**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	16

#### **Program Description:**

The Automotive Collision Repair Assistant I 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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

ACRP 1000 – Introduction to Automotive Collision Repair	4
ACRP 1005 – Automobile Component Repair and Replacement	4
ACRP 1015 – Fundamentals of Automotive Welding	4
ACRP 1018 – Mechanical and Electrical Systems	4

## **AZ51 Automotive Collision Repair Assistant II**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	15

#### **Program Description:**

The Automotive Collision Repair Assistant II program is an advanced certificate option a student can complete after finishing the Automotive Collision Repair Assistant I program. Topics covered include collision repair tools and equipment, hydraulic systems, damage analysis and estimations, frame straightening, and conventional/unibody structural panel repairs and replacement.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

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



## **AE41 Automotive Electrical/Electronic Systems Technician**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	9

#### **Program Description:**

This certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

AUTT 1010 – Automotive Technology Introduction	2
AUTT 1020 – Automotive Electrical Systems	7

## **AE51 Automotive Engine Performance Technician**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	16

#### **Program Description:**

The Automotive Engine Performance Technician certificate program introduces students to the knowledge and skills they will need as entry level automotive engine performance technicians. Topics covered include shop safety, electrical/electronic diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

AUTT 1010 – Automotive Technology Introduction	2
AUTT 1020 – Automotive Electrical Systems	7
AUTT 1040 – Automotive Engine Performance	7

**AE61 Automotive Engine Repair Technician**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	15

**Program Description:**

The Automotive Engine Repair Technician certificate program provides the student with entry level automotive engine repair skills. Topics include basic shop safety, electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

**Program Courses**

**Credits**

AUTT 1010 – Automotive Technology Introduction	2
AUTT 1020 – Automotive Electrical Systems	7
AUTT 2010 – Automotive Engine Repair	6

## **ARA1 Automotive Refinishing Assistant I**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	13

#### **Program Description:**

Automotive collision repair and refinishing technicians repair vehicles which have sustained damage through various forms of accidents and they can refinish vehicles for a variety of reasons for customers. Glass replacement and repair as well as dent repairs and detailing are also service aspects of this field. Technicians are paid an hourly wage but labor is actually billed out per job. This means that experienced technicians often show more time in billing repairs than they actually have time on the clock. This system is called flat rate and it enables technicians to make higher annual wages than their hourly rate would indicate. Graduates of Collision Repair training programs have also been employed as insurance estimators and as technicians on military bases refurbishing equipment or aircraft.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

*Occupational courses:*

ACRP 1000 – Introduction to Auto Collision Repair	4
ACRP 1005 – Automobile Component Repair and Replacement	4
ACRP 1010 – Foundations of Collision Repair	5

## **AP71 Automotive Refinishing Assistant II**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	10

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

ACRP 2000 – Introduction to Refinishing	5
ACRP 2005 – Fundamentals of Refinishing I	5

## **AA71 Automotive Transmission and Transaxle Technician Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	18

#### **Program Description:**

The Automotive Transmission and Transaxle Technician 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, annual 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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

AUTT 1010 – Automotive Technology Introduction	2
AUTT 1020 – Automotive Electrical Systems	7
AUTT 2020 – Automotive Manual Drive Train and Axles	4
AUTT 2030 – Automotive Automatic Transmissions and Transaxles	5

## **AM43 Aviation Maintenance Technology**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduations:	97

#### **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 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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

Reading:	79
English:	62
Algebra:	37

#### **Program Courses**

#### **Credits**

General Education Core (Required minimum 15 semester credit hours)



Area I – Language Art/Communications

ENGL 1101 – Composition and Rhetoric 3

Area II – Social/Behavioral Sciences – Select 1

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

PSYS 1101 – Introductory to Psychology 3

SOCI 1101 – Introduction to Sociology 3

Area III – Mathematics – Select 1

MATH 1100 – Quantitative Skills/Reasoning 3

MATH 1101 – Mathematical Modeling 3

MATH 1111 – College Algebra 3

Area IV – Humanities/Fine Arts Elective – Select 1

ARTS 1101 – Art Appreciation 3

ENGL 2110 – World Literature 3

ENGL 2130 – American Literature 3

HUMN 1101 – Introduction to Humanities 3

MUSC 1101 – Music Appreciation 3

THEA 1101 – Theater Appreciation 3

Program Specific Requirements

XXXX 0000 – General Core Elective (from Areas I, II, III, or IV) 3

Occupational Course

COMP 1000 – Introduction to Computers	3
FAA Approved Occupational Courses	
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 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 Riggins	2
AVMT 2050 – Airframe Inspections	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 Instruments 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 Powerplant 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

## **AM34 Aviation Maintenance Technology**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduations:	90

#### **Program Description:**

The Aviation Maintenance Technology diploma program is intended to provide students with an introduction to the occupational area of aviation maintenance as currently understood and practiced by Federal Aviation Administration (FAA) mechanic certificate holders with airframe and/or 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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

Reading:	70
English:	32
Algebra:	28

#### **Program Courses**

#### **Credits**

##### **Basic Skills Courses**

ENGL 1010 – Fundamentals of English I	3
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EMPL 1000 – Interpersonal Relations and Professional Development	2
MATH 1013 – Algebraic Concepts	3
Occupational Course	
COMP 1000 – Introduction to Computers	3
FAA Approved Occupational Courses	
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 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 Riggins	2
AVMT 2050 – Airframe Inspections	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 Instruments 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 Powerplant 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

**AM24 Aviation Maintenance Technician**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduations:	79

**Program Description:**

The Aviation Maintenance Technician program courses prepare students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft maintenance theory and aircraft maintenance application. This program meets the academic requirements for the FAA Mechanic's Certificate with Airframe and Powerplant ratings.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

Reading:	70
English:	32
Algebra:	28

**Program Courses**

**Credits**

FAA Approved Occupational Courses

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 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 Riggins	2
AVMT 2050 – Airframe Inspections	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 Instruments 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 Powerplant 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



## **AMT1 Aviation Maintenance Technician - Airframe**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduations:	49

#### **Program Description:**

The Aviation Maintenance Technician – Airframe program prepares students for employment in the field of aviation maintenance. The program emphasizes a combination of aircraft airframe maintenance theory and practical application. This program meets the FAA academic requirements for Mechanic-Airframe certification.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

Reading:	70
English:	32
Algebra:	28

#### **Program Courses**

#### **Credits**

##### FAA Approved Occupational Courses

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 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 Riggins	2
AVMT 2050 – Airframe Inspections	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 Instruments Systems	3
AVMT 2090 – Aircraft Electrical Systems	4
AVMT 2095 – Aircraft Communication and Navigation Systems	2

## **AM61 Aviation Maintenance Technician - Powerplant**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduations:	50

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

Reading:	70
English:	32
Algebra:	28

#### **Program Courses**

#### **Credits**

##### FAA Approved Occupational Courses

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 Powerplant 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

## **BA23 Business Administrative Technology**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	64

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	79
English:	62
Algebra:	37

**Program Courses****Credits**

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

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric 3

Area II – Social/Behavioral Sciences

Social/Behavioral Sciences 3

Area III – Natural Sciences/Mathematics – Select 1

MATH 1100 – Quantitative Skills and Reasoning 3

MATH 1101 – Mathematical Modeling 3

MATH 1111 – College Algebra 3

Area IV – Humanities/Fine Arts

Humanities/Fine Arts Elective 3

Program – Specific Requirements

General Core Elective 3

Occupational Courses:

BUSN 1400 – Word Processing Applications 4

COMP1000 – Introduction to Computers 3

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

BUSN2190 – Business Document Proofreading and Editing 3

MGMT 1100 – Principles of Management 3

Select *one* of the following:

ACCT 1100 – Financial Accounting I	4
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BUSN 2200 – Office Accounting	4
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Specific Occupational Guided Electives – 6 hours:

BUSN 1100 – Introduction to Keyboarding	3
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MGMT 1125 – Business Ethics	3
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MGMT 2215 – Team Project	3
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MGMT 1120 – Introduction to Business	3
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BUSN 1200 – Machine Transcription	2
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BUSN 2240 – Business Administrative Assistant Internship I	4
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BUSN 2250 – Business Administrative Assistant Internship II	6
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BUSN 1180 – Computer Graphics and Design	3
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BUSN 1220 – Telephone Training	2
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BUSN 1230 – Legal Terminology	3
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BUSN 1250 – Records Management	3
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BUSN 1310 – Introduction to Business Culture	3
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BUSN 1320 – Business Interaction Skills	3
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BUSN 1330 – Personal Effectiveness	3
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BUSN 1340 – Customer Service Effectiveness	3
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BUSN 2170 – Web Page Design	2
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BUSN 2180 – Speed and Accuracy Keying	1
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BUSN 2220 – Legal Administrative Procedures	3
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BUSN 2230 – Office Management	3
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BUSN 2300 – Medical Terminology	2
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BUSN 2310 – Anatomy and Terminology for the Medical Admin Assist	3
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BUSN 2320 – Medical Document Processing/Transcription	4
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BUSN 2350 – Computerized Medical Office Skills	2
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BUSN 2360 – Acute Care Medical Transcription	4
BUSN 2370 – Medical Office Billing/Coding/Insurance	3
BUSN 2340 – Medical Administrative Procedures	4
BUSN 1210 – Electronic Calculators	2



## **BA22 Business Administrative Technology**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	50

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

**Program Courses****Credits**

## Basic Skills Courses:

ENGL 1010 – Fundamentals of English I	3
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Select *one* of the following two courses – 2 credits:

EMPL 1000 – Interpersonal Relations and Professional Development	2
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PSYC 1010 – Basic Psychology	3
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Select *one* of the following Math Courses – 3 credits:

MATH 1011 – Business Math	3
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MATH 1012 – Business Math	3
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## Occupational Courses:

COMP 1000 – Introduction to Computers	3
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BUSN 1400 – Word Processing Applications	4
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BUSN 1440 – Document Production	4
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BUSN 2190 – Business Document Proofreading and Editing	3
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Select *one* Accounting Course:

BUSN 2200 – Office Accounting	4
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ACCT 1100 – Financial Accounting I	4
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Select *one* of two Specializations:**BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION**

BUSN 1190 – Digital Technologies in Business	2
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BUSN 1240 – Office Procedures	3
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BUSN 1410 – Spreadsheet Concepts and Applications	4
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BUSN 1430 – Desktop Publishing and Presentation Applications	4
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BUSN 2160 – Electronic Mail Applications	2
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BUSN 2210 – Applied Office Procedures	3
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## Specific Occupational Guided Electives - 6 hours:

BUSN 1100 – Introduction to Keyboarding	3
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BUSN 1180 – Computer Graphics and Design	3
BUSN 1200 – Machine Transcription	2
BUSN 1210 – Electronic Calculators	2
BUSN 1220 – Telephone Training	2
BUSN 1230 – Legal Terminology	3
BUSN 1250 – Records Management	3
BUSN 1300 – Introduction to Business	3
BUSN 1310 – Introduction to Business Culture	3
BUSN 1320 – Business Interaction Skills	3
BUSN 1330 – Personal Effectiveness	3
BUSN 1340 – Customer Service Effectiveness	3
BUSN 1420 – Database Applications	4
BUSN 2170 – Web Page Design	2
BUSN 2180 – Speed and Accuracy Keying	1
BUSN 2220 – Legal Administrative Procedures	3
BUSN 2240 – Business Administrative Assistant Internship I	4
BUSN 2250 – Business Administrative Assistant Internship II	6
BUSN 2300 – Medical Terminology	2
BUSN 2310 – Anatomy and Terminology for the Medical Admin Assist	3
BUSN 2320 – Medical Document Processing/Transcription	4
BUSN 2230 – Office Management	3
BUSN 2340 – Medical Administrative Procedures	4
BUSN 2350 – Computerized Medical Office Skills	2
BUSN 2360 – Acute Care Medical Transcription	4
BUSN 2370 – Medical Office Billing/Coding/Insurance	3

#### MEDICAL ADMINISTRATIVE ASSISTANT SPECIALIZATION

MAST 1120 - Human Pathological Conditions in the Medical Office	3
BUSN 2340 – Medical Administrative Procedures	4
BUSN 2370 – Medical Office Billing/Coding/Insurance	3

Select *one* of the following three courses:

ALHS 1010 – Introduction to Anatomy and Physiology	4
ALHS 1011 – Structure and Function of the Human Body	5
BUSN 2310 – Anatomy and Terminology for the Medical Admin Assist	3

Select *one* of the following two courses:

BUSN 2300 – Medical Terminology	2
ALHS 1090 – Medical Terminology for Allied Health Sciences	2

Specific Occupational Guided Electives – 9 hours

BUSN 1100 – Introduction to Keyboarding	3
BUSN 1180 – Computer Graphics and Design	3
BUSN 1190 – Digital Technologies in Business	2
BUSN 1200 – Machine Transcription	2
BUSN 1210 – Electronic Calculators	2
BUSN 1220 – Telephone Training	2
BUSN 1230 – Legal Terminology	3
BUSN 1240 – Office Procedures	3
BUSN 1250 – Records Management	3
BUSN 1300 – Introduction to Business	3
BUSN 1310 – Introduction to Business Culture	3
BUSN 1320 – Business Interaction Skills	3
BUSN 1330 – Personal Effectiveness	3
BUSN 1340 – Customer Service Effectiveness	3
BUSN 1410 – Spreadsheet Concepts and Applications	4
BUSN 1420 – Database Applications	4

BUSN 1430 – Desktop Publishing and Presentation Applications	4
BUSN 2160 – Electronic Mail Applications	2
BUSN 2170 – Web Page Design	2
BUSN 2180 – Speed and Accuracy Keying	1
BUSN 2210 – Applied Office Procedures	3
BUSN 2220 – Legal Administrative Procedures	3
BUSN 2330 – Adv Medical Document Processing/Transcription	4
BUSN 2350 – Computerized Medical Office Skills	2
BUSN 2360 – Acute Care Medical Transcription	4
BUSN 2380 – Medical Administrative Assistant Internship I	4
BUSN 2390 – Medical Administrative Assistant Internship II	6

## **MF21 Medical Front Office Assistant**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	22

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

ENGL 1010 – Fundamentals of English I	3
COMP 1000 – Introduction to Computers	3
BUSN 1440 – Document Production	4
BUSN 2340 – Medical Administrative Procedures	4

Specific Occupational – Guided Electives	6
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Select *one* of the following two Medical Terminology courses:

ALHS 1090 – Medical Terminology for Allied Health Sciences	2
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BUSN 2300 – Medical Terminology	2
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## **MF41 Microsoft Office Application Professional**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	22

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

COMP 1000 – Introduction to Computers	3
Specific Occupational – Guided Elective	3



BUSN 1400 – Word Processing Applications	4
BUSN 1410 – Spreadsheet Concepts and Applications	4
BUSN 1420 – Database Applications	4
BUSN 1430 – Desktop Publishing and Presentation Applications	4

**TC31 Technical Specialist**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	36

**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 technical skills.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	79
English:	62
Numerical:	37

**Program Courses**

**Credits**

*Basic Skills Courses:*

COMP 1000 – Introduction to Computers	3
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*Occupational Guided Electives – (9 -12 hrs.) Specified by college advisor*

ENG 1101 – Composition and Rhetoric	3
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**Program Courses**

*Humanities/ Fine Arts – Select two from among the following four courses*

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

*Social/Behavioral Science – Select two from among the following courses*

PSY 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 – Select one from among the following courses*

MATH 1101 – Mathematical Modeling	3
MATH 1112 – College Trigonometry	3
MATH 1113 – Precalculus	3
MATH 1111 – College Algebra	3
MATH 1100 – Quantitative Skills/Reasoning	3
MATH 1127 – Introduction to Statistics	3

*Science Elective Courses*

BIOL 1111 – Biology I	3
BIOL 1111L – Biology Lab	1

BIOL 2107 – Biological Principles I	3
BIOL 2107L – Biological Principles I Lab	1
CHEM 1151 – Survey of Inorganic Chemistry	3
CHEM 1151L – Survey of Inorganic Chemistry Lab	1
CHEM 1211 – Chemistry I	3
CHEM 1211L – Chemistry Lab I	1
PHYS 1110 – Conceptual Physics	3
PHYS1110L Conceptual Physics Lab	1

*General Education Core Electives (6-12 hrs.) Specified by College*

## **MD13 Business Management**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	63

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	79
English:	62
Algebra:	37

#### **Program Courses**

#### **Credits**

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

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric	3
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Area II – Social/Behavioral Sciences

Social/Behavioral Sciences Elective 3

Area III – Natural Sciences/Mathematics – Select one of the following

MATH 1100 – Quantitative Skills and Reasoning 3

MATH 1101 – Mathematical Modeling 3

MATH 1111 – College Algebra 3

Area IV – Humanities/Fine Arts

Humanities/Fine Arts Elective 3

Program – Specific Requirements

General Core Elective 3

Occupational Courses:

COMP 1000 – Introduction to Computers 3

MGMT 1100 – Principles of Management 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

General Education Elective 3

Select *one* of the following two courses:

ACCT 1100 – Financial Accounting I 4

MGMT 1135 – Managerial Accounting and Finance 3

Select *one* of the following two courses:

MGMT 1110 – Employment Rules and Regulations 3

MKTG 1130 – Business Regulations and Compliance 3

Specializations – Select *one* of the following five specializations:

General Management Specialization

Select TWO Business Management Guided Electives 6

Guided Elective 6

Human Resources Management Specialization

MGMT 2120 – Labor Management Relations 3

MGMT 2130 – Employee Training and Development 3

Guided Elective 3

Select *one* of the following two courses:

MGMT 2205 – Service Sector Management 3

MGMT 2210 – Project Management 3

Operations Management Specialization

MGMT 2130 – Employee Training and Development 3

MGMT 2200 – Production/Operations Management 3

MGMT 2210 – Project Management 3

Guided Elective 3

Service Sector Management Specialization

MGMT 2130 – Employee Training and Development 3

MGMT 2140 – Retail Management 3

MGMT 2205 – Service Sector Management 3

Guided Elective 3

Small Business Management Specialization

MGMT 2140 – Retail Management 3

MGMT 2145 – Business Plan Development 3

MGMT 2150 – Small Business Management 3

Guided Elective 3

## MD12 Business Management

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	47

#### Program Description:

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

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

##### Basic Skills Courses:

ENGL 1010 – Fundamentals of English I	3
MATH 1011 – Business Math	3



Or

MATH 1012 – Foundations of Mathematics

Select one of the following two courses – 2 credits:

EMPL 1000 – Interpersonal Relations and Professional Development 2

PSYC 1010 – Basic Psychology 3

Occupational Courses:

MGMT 1100 – Principles of Management 3

MGMT 1105 – Organizational Behavior 3

MGMT 1115 – Leadership 3

MGMT 1120 – Introduction to Business 3

MGMT 1125 – Business Ethics 3

MGMT 2115 – Human Resource Management 3

MGMT 2125 – Performance Management 3

MGMT 2215 – Team Project 3

COMP 1000 – Introduction to Computers 3

Select guided electives in area of concentration 6

Select *one* of the two following courses:

ACCT 1100 – Financial Accounting I 4

MGMT 1135 – Managerial Accounting and Finance 3

Select *one* of the two following courses:

MGMT 1110 – Employment Rules and Regulations 3

MKTG 1130 – Business Regulations and Compliance 3

## HRM1 Human Resource Management Specialist

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	18

#### Program Description:

The Human Resource Management Specialist Certificate prepares individuals to perform human resources functions in the HR Department of most companies. 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 Human Resources Management Specialist TCC.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

MGMT 1105 – Organizational Behavior	3
MGMT 2115 – Human Resource Management	3
MGMT 2125 – Performance Management	3
MGMT 2130 – Employee Training and Development	3

Guided Elective	3
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Select *one* of the following three courses – 3 hours:

MGMT 1110 – Employment Rules and Regulations	3
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MKTG 1130 – Business Regulations and Compliance	3
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MGMT 2120 – Labor Management Relations	3
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## TS11 Team Supervisor

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduation:	18

#### Program Description:

The Team Supervisor Technical Certificate of Credit Program prepares the newly or soon to be promoted supervisor with skills required to manage the work of employees, including all aspects of managerial functions including hiring, training, communicating, planning, coaching, mentoring, motivating, corrective action measures and performance appraisals/evaluations.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

	ASSET
Reading:	38
English:	35
Numerical:	25
Algebra:	n/a

#### Program Courses

#### Credits

MGMT 1115 – Leadership	3
MGMT 2125 – Performance Management	3
MGMT 2130 – Employee Training and Development	3
MGMT 2155 – Quality Management Principles	3
MGMT 2135 - Management Communications Techniques	3
MGMT 2120 – Labor Management Relations	3

## **CS23 Computer Support Specialist**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	62

#### **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 general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialist.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 79

English: 62

Algebra: 37

#### **Program Courses**

#### **Credits**

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

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric

3

Area II – Social/Behavioral Sciences

Social/Behavioral Sciences Elective 3

Area III – Natural Sciences/Mathematics – Select *one* of the following courses:

MATH 1100 – Quantitative Skills and Reasoning 3

MATH 1101 – Mathematical Modeling 3

MATH 1111 – College Algebra 3

Area IV – Humanities/Fine Arts

Humanities/Fine Arts Elective 3

Program – Specific Requirements

General Core Elective 3

Occupational Courses:

COMP 1000 – Introduction to Computers 3

CIST 1001 – Computer Concepts 4

Computer Operating Systems Course 3

CIST 1305 – Program Design and Development 3

CIS Database Elective Course 4

CIS Guided Elective: Office Productivity Application Course 3

CIST 1122 – Hardware Installation and Maintenance 4

CIST 1601 – Information Security Fundamentals 3

CIST 2921 – IT Analysis, Design, and Project Management 4

CIS Elective Courses 12

Introductory Networking Class – Select *one* of the following three courses:

CIST 1401 – Computer Networking Fundamentals 4

CIST 2441 – Cisco Networking for Home and Small Businesses 4

CIST 2451 – Cisco Network Fundamentals 4

## CS14 Computer Support Specialist

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	55

#### 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 general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialist.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

##### Basic Skills Courses:

ENGL 1010 – Fundamentals of English I	3
MATH 1012 – Business Math	3

EMPL 1000 – Interpersonal Relations and Professional Development	2
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Occupational Courses:

COMP1000 – Introduction to Computers	3
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CIST 1001 – Computer Concepts	4
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CIS Operating Systems Course	3
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CIST 1305 – Program Design and Development	3
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CIS Database Elective	4
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CIST 1122 – Hardware Installation and Maintenance	4
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CIST 1601 – Information Security Fundamentals	3
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CIS Guided Elective: Office Productivity Course	3
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CIST 2921 – IT Analysis, Design, and Project Management	4
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CIS Elective Courses	12
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Introductory Networking Class – Select *one* of the following three courses:

CIST 1401 – Computer Networking Fundamentals	4
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CIST 2441 – Cisco Networking for Home and Small Businesses	4
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CIST 2451 – Cisco Network Fundamentals	4
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## **CN71 CISCO Networking Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	16

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

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

## MS11 Microsoft Network Administrator

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	16

#### Program Description:

The Microsoft Network Service Technician 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.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### Program Courses

#### Credits

CIST 2411 – Microsoft Client	4
CIST 2412 – Microsoft Server Directory Services	4
CIST 2413 – Microsoft Server Infrastructure	4

Select *one* of the following two courses:

CIST 2414 – Microsoft Server Administrator	4
CIST 2420 – Microsoft Exchange Server	4

## PR21 PC Repair and Network Technician

### Technical Certificate of Credit

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: 2 Term(s)

Minimum Credit Hours for Graduation: 18

#### Program Description:

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

#### Admission Requirements:

Minimum Required Age: 16

High School Diploma or GED Required: Yes

#### Minimum Test Scores:

COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

CIST 1001 – Computer Concepts	4
CIST 1122 – Hardware Installation and Maintenance	4
COMP 1000 – Introduction to Computers	3
CIST 1130 – CIS Operating Systems Course	3

Introductory Level Networking Class – Select *one* of the following three courses:

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

## **CM13 Construction Management**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	71

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 79

English: 62

Numerical: 37

#### **Program Courses**

#### **Credits**

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

Area I – Language Arts/Communications

ENGL 1101 – Composition and Rhetoric	3
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Area II – Social/Behavioral Sciences

Social/Behavioral Sciences Elective	3
Area III – Natural Sciences/Mathematics – Select 1	
MATH 1100 – Quantitative Skills and Reasoning	3
MATH 1101 – Mathematical Modeling	3
MATH 1111 – College Algebra	3
Area IV – Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
COFC 1000 – Safety	2
COFC 1011 – Overview of Building Construction Practices	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners	2
COFC 1050 – Construction Print Reading Fundamentals	3
CARP 1070 – Site Layout, Footings and Foundations	3
CARP 1105 – Floor and Wall Framing	4
CARP 1110 – Ceiling and Roof Framing and Covering	5
CARP 1112 – Exterior Finishes and Trim	5
CARP 1114 – Interior Finishes I	4
COMP 1000 – Introduction to Computers	3
ACCT 1100 – Financial Accounting I	4
CMTT 2010 – Residential Estimating Review	3
CMTT 2020 – Construction Drafting I	3
CMTT 2050 – Residential Code Review	3
CMTT 2130 – Computerized Construction Scheduling	3
CMTT 2170 – Construction Contracting	4

## **RWA3 Residential Weatherization and HVAC Specialist**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	61

#### **Program Description:**

This program was developed to teach students the various areas within a home energy audit. Energy Auditors need to be certified and soon may be required to hold a specialized EPA license. This program will focus heavily on house as a system and be in depth with building science.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 79

English: 62

Numerical: n/a

Algebra: 37

#### **Program Courses**

#### **Credits**

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

Area I – Language Arts/Communications

ENGL 1101 – Composition and Rhetoric	3
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Area II – Social/Behavioral Sciences

Social/Behavioral Sciences Elective	3
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Area III – Natural Sciences/Mathematics – Select 1

MATH 1100 – Quantitative Skills and Reasoning	3
MATH 1101 – Mathematical Modeling	3
MATH 1111 – College Algebra	3

Area IV – Humanities/Fine Arts

Humanities/Fine Arts Elective	3
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Program-Specific Requirements

General Core Elective	3
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Occupational Courses

COFC 1000 – Safety	2
COFC 1011 – Overview of Building Construction Practices	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners	2
COFC 1050 – Construction Print Reading Fundamentals	3
AIRC 1005 – Refrigeration Fundamentals	4
AIRC 1010 – Refrigeration Principles and Practices	4
AIRC 1020 – Refrigeration Systems Components	4
CMTT 2200 – Building Analyst Professional	3
CMTT 2210 – Envelope Professional	3
CMTT 2220 – Energy Audit Heat Specialist	4
CMTT 2230 – Home Energy Audit AC/ Heat Pump	4
CMTT 2240 – Multi-Family Energy Audit	3
CMTT 2250 – Solar Thermal for Domestic Hot Water and Pool Heating	5

## CM12 Construction Management

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	64

#### 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. The diploma program in carpentry provides background skills in several areas of construction. Supervision courses, computer aided drafting, project management, and accounting for construction businesses provide a core of management and supervisory courses leading to a Construction Management Diploma.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

##### Basic Skills Courses

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



## Occupational Courses

COFC 1000 – Safety	2
COFC 1011 – Overview of Building Construction Practices	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners	2
COFC 1050 – Construction Print Reading Fundamentals	3
CARP 1070 – Site Layout, Footings and Foundations	3
CARP 1105 – Floor and Wall Framing	4
CARP 1110 – Ceiling and Roof Framing and Covering	5
CARP 1112 – Exterior Finishes and Trim	5
CARP 1114 – Interior Finishes I	4
COMP 1000 – Introduction to Computers	3
ACCT 1100 – Financial Accounting I	4
CMTT 2010 – Residential Estimating Review	3
CMTT 2020 – Construction Drafting I	3
CMTT 2050 – Residential Code Review	3
CMTT 2130 – Computerized Construction Scheduling	3
CMTT 2170 – Construction Contracting	4

## **RWA2 Residential Weatherization and HVAC Specialist**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	54

#### **Program Description:**

This program was developed to teach students the various areas within a home energy audit. Energy auditors need to be certified and soon may even be required to hold a specialized EPA license. This program will focus heavily on house as a system and be in depth with building science.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

##### Basic Skills Courses

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

COFC 1000 – Safety	2
COFC 1011 – Overview of Building Construction Practices	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners	2
COFC 1050 – Construction Print Reading Fundamentals	3
AIRC 1005 – Refrigeration Fundamentals	4
AIRC 1010 – Refrigeration Principles and Practices	4
AIRC 1020 – Refrigeration Systems Components	4
CMTT 2200 – Building Analyst Professional	3
CMTT 2210 – Envelope Professional	3
CMTT 2220 – Energy Audit Heat Specialist	4
CMTT 2230 – Home Energy Audit AC/ Heat Pump	4
CMTT 2240 – Multi-Family Energy Audit	3
CMTT 2250 – Solar Thermal for Domestic Hot Water and Pool Heating	5

## **CM71 Construction Management Apprentice**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	22

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

COFC 1000 – Safety	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners	2
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

**CM81 Construction Manager**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	23

**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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

**Program Courses**

**Credits**

COMP 1000 – Introduction to Computers	3
ACCT 1100 – Financial Accounting I	4
CMTT 2010 – Residential Estimating Review	3
CMTT 2020 – Construction Drafting I	3
CMTT 2050 – Residential Code Review	3
CMTT 2130 – Computerized Construction Scheduling	3
CMTT 2170 – Construction Contracting	4

## **GHH1 Green Hydronic Heat Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	12

#### **Program Description:**

This program was developed to teach green, energy efficient hydronic heating. This type of heat is the most cost effective to run.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

CMTT 2250 – Solar Thermal for Hot Water/Pool Heating	5
CMTT 2300 – Radiant Floor Heating	4
AIRC 2220 – Ground Source Heat Pump	3

## RE31 Residential Energy Auditor

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	22

#### Program Description:

This program was developed to teach students the various areas within a home energy audit. Energy auditors need to be certified and soon may even be required to hold a specialized EPA license. This program will focus heavily on house as a system and be in depth with building science.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

CMTT 2200 – Building Analyst Professional	3
CMTT 2210 – Envelope Professional	3
CMTT 2220 – Energy Audit Heat Specialist	4
CMTT 2230 – Home Energy Audit AC/ Heat Pump	4
CMTT 2240 – Multi-Family Energy Audit	3
CMTT 2250 – Solar Thermal for Domestic Hot Water and Pool Heating	5



## **CJT3 Criminal Justice Technology**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduation:	60

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	79
English:	62
Algebra:	37

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

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

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric 3

Area II – Social/Behavioral Sciences 3 Semester Credit Hours

Choose one Social/Behavioral Sciences Course 3

Area III – Natural Sciences/Mathematics – Select one of the following three

Courses

MATH 1100 – Quantitative Skills and Reasoning 3

MATH 1101 – Mathematical Modeling 3

MATH 1111 – College Algebra 3

Area IV – Humanities/Fine Arts course

Choose one Humanities/Fine Arts Course 3

Choose and additional course from Areas I, II, III, or IV 3

Occupational Courses:

COMP 1000 – Introduction to Computers 3

CRJU 1010 – Introduction to Criminal Justice 3

CRJU 1030 – Corrections 3

CRJU 1040 – Principles of Law Enforcement 3

CRJU 1400 – Ethics and Cultural Perspectives for Criminal Justice 3

CRJU 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

Practicum or Internship – Select one of the following two courses

CRJU 2090 – Criminal Justice Practicum 3

CRJU 2100 – Criminal Justice Externship 3

Occupational Electives: Select five of the following courses for a minimum of 15 Hrs.

CRJU 1021 – Private Security	3
CRJU 1050 – Police Patrol Operations	3
CRJU 1052 – Criminal Justice Administration	3
CRJU 1054 – Police Officer Survival	3
CRJU 1056 – Police Traffic Control and Investigation	3
CRJU 1065 – Community-Oriented Policing	3
CRJU 1075 – Report Writing	3
CRJU 2060 – Criminology	3
CRJU 2201 – Criminal Courts	3
CRJU 2110 – Homeland Security	3
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
CRJU 1043 – Probation and Parole	3
CRJU 1072 – Introduction to Forensic Science	3
CRJU 1074 – Applications in Introductory Forensics	3
CRJU 1063 – Crime Scene Processing	3
CRJU 1062 – Methods of Criminal Investigation	3
FOSC 1206 – Introduction to Forensic Science	3
FOSC 2010 – Crime Scene Investigation I	4
FOSC 2011 – Crime Scene Investigation II	4
FOSC 2012 – Forensic Trace Evidence	3
FOSC 2014 – Documentation and Report Preparation	4
FOSC 2033 – Death Investigation	3
FOSC 2035 – Forensic Photography	4

FOSC 2037 – Victimology	3
FOSC 2039 – Computer Forensics	5
FOSC 2040 – Forensics Firearms and Toolmark Identification	2
FOSC 2041 – Latent Print Examination	4
FOSC 2150 – Case Preparation and Courtroom Testimony	4

**CJ13 Criminal Justice**  
**Associate of Science Degree**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	65

**Program Description:**

The Criminal Justice Associate of Science degree program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge, skills, and abilities required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive an Associate of Science in Criminal Justice degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, law enforcement, and criminal justice administration fields.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	79
English:	62
Math:	39
Algebra:	37

**Course Overview**

General Education Courses:

ENGL1101	Composition and Rhetoric	3
ENGL1102	Literature and Composition	3
ENGL2110	World Literature	3
MATH1111	College Algebra	3
MATH1127	Introduction to Statistics	3
HIST1111	World History I	3
HIST1112	World History II	3
HIST2111	U.S. History I	3
POLS1101	American Government	3
SPCH1101	Public Speaking	3
PHYS1111	Introductory Physics I	3
PHYS1111L	Introductory Physics Lab I	1
CHEM1151	Survey of Inorganic Chemistry	3
CHEM1151L	Survey of Inorganic Chemistry Lab	1

**Select one of the following:**

MUSC1101	Music Appreciation	3
ARTS1101	Art Appreciation	3

**Select one of the following (MATH or CHEM/LAB):**

MATH1113	Precalculus	3
CHEM1152	Survey Organic Chemistry/Biochemistry	3
CHEM1152L	Survey of Organic Chem/Biochemistry Lab	1

**Select one of the following:**

PSYC1101	Introductory Psychology	3
ECON1101	Principles of Economics	3

**Occupational Courses:**

CRJU1010	Intro to Criminal Justice	3
CRJU1030	Corrections	3
CRJU1040	Principles of Law Enforcement	3
CRJU1400	Ethics/Cultural Perspectives in -Crim Jus	3
COMP1000	Introduction to Computers	3

**Select one Occupational Elective Course:**

CRJU1043	Probation and Parole	3
CRJU1052	Criminal Justice Admin	3
CRJU1062	Methods-Criminal Investigation	3
CRJU1068	Criminal Law-Criminal Justice	3
CRJU1072	Intro to Forensic Science	3
CRJU2020	Constitutional Law-Crim Just	3
CRJU2050	Criminal Procedure	3
CRJU2070	Juvenile Justice	3

## **CJT2 Criminal Justice Technology**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	48

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**



Basic Skills Courses:

ENGL 1010 - Fundamentals of English I	3
MATH 1012 – Foundations of Math	3
PSYC 1010 - Basic Psychology	3

Occupational Courses:

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

Practicum or Internship: Select one of the following two courses

CRJU 2090 - Criminal Justice Practicum	3
CRJU 2100 - Criminal Justice Externship	3

Occupational Electives (select a minimum of 9 hrs.)

CRJU 1021 - Private Security	3
CRJU 1050 - Police Patrol Operations	3
CRJU 1052 - Criminal Justice Administration	3
CRJU 1054 - Police Officer Survival	3
CRJU 1056 - Police Traffic Control and Investigation	3
CRJU 1075 - Report Writing	3
CRJU 2060 - Criminology	3
CRJU 2110 - Homeland Security	3
CRJU 2201 - Criminal Courts	3

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
CRJU 1043 - Probation and Parole	3
CRJU 1072 - Introduction to Forensic Science	3
CRJU 1074 - Applications in Introductory Forensics	3
CRJU 1065 - Community-Oriented Policing	3
CRJU 1062 - Methods of Criminal Investigation	3
CRJU 1063 - Crime Scene Processing	3
FOSC 1206 - Introduction to Forensic Science	3
FOSC 2010 - Crime Scene Investigation I	4
FOSC 2011 - Crime Scene Investigation II	4
FOSC 2012 - Forensic Trace Evidence	3
FOSC 2014 - Documentation and Report Preparation	4
FOSC 2033 - Death Investigation	3
FOSC 2035 - Forensic Photography	4
FOSC 2037 - Victimology	3
FOSC 2039 - Computer Forensics	5
FOSC 2040 - Forensic Firearms and Toolmark Identification	3
FOSC 2041 - Latent Print Examination	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4

## **CJ71 Criminal Justice Fundamentals**

### **Technical Certificate of Credit**

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: 1 Term(s)

Minimum Credit Hours for Graduation: 12

#### **Program Description:**

The Criminal Justice Fundamentals Technical Certificate of Credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

#### **Admission Requirements:**

Minimum Required Age: 16

High School Diploma or GED Required: Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

##### **Occupational Courses:**

COMP 1000 - Introduction to Computers 3

CRJU 1010 - Introduction to Criminal Justice 3

CRJU 1030 - Corrections 3

CRJU 1040 - Principles of Law Enforcement 3

## **CJ21 Criminal Justice Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	15

#### **Program Description:**

The Criminal Justice Specialist certificate 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 certificate 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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	No

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

CRJU 1010 - Introduction to Criminal Justice	3
CRJU 1030 - Corrections	3

CRJU 1040 - Principles of Law Enforcement	3
CRJU 1068 – Criminal Law for Criminal Justice	3
CRJU 2020 – Constitutional Law for Criminal Justice	3

## **BL11 Basic Law Enforcement**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	42

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

##### Occupational Courses:

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

## CA43 Culinary Institute of Savannah – Culinary Arts

### Associate of Applied Science

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	65

#### 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.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	79
English:	62
Algebra:	37

#### Program Courses

#### Credits

##### Basic Skills Courses:

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

Area I – Language Arts/Communication



ENGL 1101 – Composition and Rhetoric	3
Area II – Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III – Natural Sciences/Mathematics – Select one of the following three	
Courses	
MATH 1100 – Quantitative Skills and Reasoning	3
MATH 1101 – Mathematical Modeling	3
MATH 1111 – College Algebra	3
Area IV – Humanities/Fine Arts course	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses:	
COMP 1000 – Introduction to Computers	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
CUUL1320 – Garde Manger	4
CUUL 1129 – Fundamentals of Restaurant Operations	4
CUUL 1370 – Culinary Nutrition and Menu Development	3
CUUL 2160 – Contemporary Cuisine	4
Culinary/Hospitality Related Elective	6
Required Courses: Select <i>one</i> of the following 2 courses	
CUUL 2190 – Principles of Culinary Leadership	3
MGMT 1115 – Leadership	3

Practicum or Advanced CUUL Course: Select *one* of the following two courses:

CUUL 2130 – Culinary Practicum and Leadership	6
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CUUL 2140 – Advanced Baking and International Cuisine	6
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## CA44 Culinary Institute of Savannah – Culinary Arts

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	52

#### 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.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### Program Courses

#### Credits

##### Basic Skills Courses:

ENGL 1010 – Fundamentals of English I	3
MATH 1012 – Foundations of Mathematics	3

EMPL 1000 – Interpersonal Relations and Professional Development	2
Occupational Courses:	
CUUL 1120 – Principles of Cooking	6
CUUL 1000 – Fundamentals of Culinary Arts	4
CUUL 1110 – Culinary Safety and Sanitation	2
COMP 1000 – Introduction to Computers	3
CUUL 1129 – Fundamentals of Restaurant Operations	4
CUUL 1220 – Baking Principles	5
CUUL 1320 – Garde Manager	4
CUUL 2160 – Contemporary Cuisine	4
CUUL 1370 – Culinary Nutrition and Menu Development	3
Required courses: Select one of the following two courses	
CUUL 2190 – Principles of Culinary Leadership	3
MGMT 1115 – Leadership	3
Practicum or Advanced CUUL Course: Select one of the following two courses	
CUUL 2130 – Culinary Practicum and Leadership	6
CUUL 2140 – Advanced Baking and International Cuisine	6

## **CBA3 Culinary Baking and Pastry Arts**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	66

#### **Program Description:**

This program is designed to prepare students to work in the rapidly changing, culturally diverse culinary professions. Student will learn the art of creating tasty baked goods, pastries, and confections, from traditional bread baking to beautiful showpieces. Students will have the opportunity to learn a variety of international and classical pastries and desserts using basic and advanced techniques, which meet industry quality standards. 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 such as bakers or pastry chefs.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	79
English:	62
Algebra:	37

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

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

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric	3
Area II – Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III – Natural Sciences/Mathematics – Select one of the following	
MATH 1100 – Quantitative Skills and Reasoning	3
MATH 1101 – Mathematical Modeling	3
MATH 1111 – College Algebra	3
Area IV – Humanities/Fine Arts course	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses:	
COMP 1000 – Introduction to Computers	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
CUUL1520 – Baking Science	4
CUUL 1530 –European Cakes and Tortes	4
CUUL 1540 – Artisan and Specialty Bread	4
CUUL 1550 – Hot and Cold Plated Deserts	2
CUUL 1560 – Cake Design and decorating	3
CUUL 1570 – Confection Artistry	4
CUUL 2190 - Principles of Culinary Leadership	3
CUUL 1580 – Chocolate Artistry	3
CUUL 2000 – Desert and Bread Retail Production, Nutrition in Baking	4

## **CBA2 Culinary Baking and Pastry Arts**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	59

#### **Program Description:**

This program is designed to prepare students to work in the rapidly changing, culturally diverse culinary professions. Student will learn the art of creating tasty baked goods, pastries, and confections, from traditional bread baking to beautiful showpieces. Students will have the opportunity to learn a variety of international and classical pastries and desserts using basic and advance techniques, which meet industry quality standards. 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 such as bakers or pastry chefs.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

##### **Basic Skills Courses:**

ENGL 1010 – Fundamentals of English I	3
MATH 1012 – Foundations of Mathematics	3

EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Courses:	
CUUL 1120 – Principles of Cooking	6
CUUL 1000 – Fundamentals of Culinary Arts	4
CUUL 1110 – Culinary Safety and Sanitation	2
COMP 1000 – Introduction to Computers	3
CUUL 1220 – Baking Principles	5
CUUL 1520 – Baking Science	4
CUUL 1530 – European Cakes and Tortes	4
CUUL 1540 – Artisan and Specialty Breads	4
CUUL 1550 – Hot and Cold Plated Deserts	2
CUUL 1560 – Cake Design and Decorating	3
CUUL 1570 – Confection Artistry	4
CUUL 1580 – Chocolate Artistry	3
CUUL 2000 – Desert and Bread Retail Production, Nutrition in Baking	4
CUUL 2190 – Principles of Culinary Leadership	3



## **FPW1 Food Production Worker I**

### **Technical Certificate of Credit**

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: 1 Term(s)

Minimum Credit Hours for Graduation: 16

#### **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.

#### **Admission Requirements:**

Minimum Required Age: 16

High School Diploma or GED Required: Yes

#### **Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Course Overview**

Occupational Courses:

CUUL1000	Fundamentals of Culinary Arts	4
CUUL1110	Culinary Safety and Sanitation	2
CUUL1120	Principles of Cooking	6
CUUL1129	Fundamentals Restaurant Operations	4

**DH23 Dental Hygiene**  
**Associate of Science Degree**

Program Entrance Term:	Fall
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduation:	83

**Program Description:**

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

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

**Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	79
English:	62
Algebra:	37

Other conditions for Admission (if any):

The Dental Hygiene program is a competitive admission program and requires other conditions for acceptance. For a complete listing of requirements, please visit

<http://www.savannahtech.edu/academics/health-sciences/> and click on the Dental Hygiene program link.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
General Education Courses:	
CHEM 1211 Chemistry I	3
CHEM 1211 L Chemistry I Lab	1
ENGL 1101 Composition & Rhetoric	3
SOCI 1101 Introductory Sociology	3
PSYC 1101 Introductory Psychology	3
SPCH 1101 Public Speaking	3
MATH 1111 College Algebra	3
OR	
MATH 1101 Mathematical Modeling	(3)
Humanities/Fine Arts	3
Occupational Courses:	
BIOL 2113 Human Anatomy & Physiology I	3
BIOL 2113 L Human Anatomy & Physiology I Lab	1
BIOL 2114 Human Anatomy & Physiology II	3
BIOL 2114 L Human Anatomy & Physiology II Lab	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117 L Introductory Microbiology Lab	1
DHYG 1000 Tooth Anatomy and Root Morphology	2
DHYG 1020 Head & Neck Anatomy	2

DHYG 1040 Pre Dental Hygiene Lecture	2
DHYG 1050 Pre Dental Hygiene Lab	2
DHYG 1110 Clinical Dental Hygiene I Lecture	2
DHYG 1111 Clinical Dental Hygiene I Lab	3
DHYG 1070 Radiology Lecture	2
DHYG 1090 Radiology Lab	1
DHYG 2050 Oral Pathology	3
DHYG 2200 Periodontology	3
DHYG 1010 Embryology/Histology	1
DHYG 1030 Dental Materials Lecture and Lab	2
DHYG 2010 Clinical Dental Hygiene II Lecture	2
DHYG 2020 Clinical Dental Hygiene II Lab	2
DHYG 1206 Pharmacology	3
DHYG 2080 Clinical Dental Hygiene III Lecture	2
DHYG 2090 Clinical Dental Hygiene III Lab	4
DHYG 2110 Biochemistry & Nutrition	2
DHYG 2070 Community Dental Health	3
DHYG 2130 Clinical Dental Hygiene IV Lecture	2
DHYG 2140 Clinical Dental Hygiene IV Lab	4

**DT13 Drafting Technology**  
**Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	57

**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 a drafter or CAD operator based on the specialization areas 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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	79
English:	62
Numerical:	n/a
Algebra:	37

**Program Courses**

**Credits**

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

Area I – Language Arts/Communications

ENGL 1101 – Composition and Rhetoric	3
Area II – Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III – Natural Sciences/Mathematics	
MATH 1111 – College Algebra	3
Mathematics Elective: Select one of the Following two courses	
MATH 1112 – College Trigonometry	3
MATH 1113 – Precalculus	3
Area IV – Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
DFTG 1101 – CAD Fundamentals	4
DFTG 1103 – Technical Drawing I	4
Choose One of the Following Specializations:	
Mechanical Drafting Specialization	
DFTG 1105 – 3D Mechanical Modeling	4
DFTG 1107 – Technical Drawing II	3
DFTG 1109 – Technical Drawing III	4
DFTG 1111 – Technical Drawing IV	4
DFTG 1113 – Technical Drawing V	4
Select a Minimum of 15 Credits from the Following:	
DFTG 2010 – Engineering Graphics	4
DFTG 2110 – Blueprint Reading for Technical Drawing I	2
DFTG 2300 – Drafting Technology Practicum/Internship 3	3
DFTG 2400 – Drafting Technology Practicum/Internship 4	4

DFTG 2500 – Drafting Technology Exit Review	3
DFTG 2600 – Drafting Technology Practicum/Internship 6	6
DFTG 2020 – Visualization and Graphics	3
DFTG 2030 - Advanced 3D Modeling Architectural	4
DFTG 2040 – Advanced 3D Modeling Mechanical	4
DFTG 2120 – Print Reading for Architecture	3
DFTG 2130 – Manual Drafting Fundamentals	2
DFTG 2210 – Blueprint Reading for Technical Drawing II	2

#### Architectural Drafting Specialization

DFTG 1125 – Architectural Fundamentals	4
DFTG 1127 – Architectural 3D Modeling	4
DFTG 1129 – Residential Drawing I	4
DFTG 1131 – Residential Drawing II	4
DFTG 1133 – Commercial Drawing I	4

#### Select a Minimum of 14 Credits from the Following:

DFTG 2010 – Engineering Graphics	4
DFTG 2110 – Blueprint Reading for Technical Drawing I	2
DFTG 2300 – Drafting Technology Practicum/Internship 3	3
DFTG 2400 – Drafting Technology Practicum/Internship 4	4
DFTG 2500 – Drafting Technology Exit Review	3
DFTG 2600 – Drafting Technology Practicum/Internship 6	6
DFTG 2020 – Visualization and Graphics	3
DFTG 2030 - Advanced 3D Modeling Architectural	4
DFTG 2040 – Advanced 3D Modeling Mechanical	4
DFTG 2120 – Print Reading for Architecture	3
DFTG 2130 – Manual Drafting Fundamentals	2
DFTG 2210 – Blueprint Reading for Technical Drawing II	2

## DT12 Drafting Technology

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	47

### Program Description:

The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field, such as a drafter or CAD operator based on the specialization areas 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.

### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

### Minimum Test Scores:

#### COMPASS

Reading:	70
English:	32
Numerical:	n/a
Algebra:	28

### Program Courses

### Credits

#### Basic Skills Courses

MATH 1013 – Algebraic Concepts	3
EMPL 1000-Interpersonal Relations and Professional Development	2



ENGL 1010 – Fundamentals of English I	3
Choose one of the following two courses	
DFTG 1015 – Practical Geometry and Trigonometry for Drafting Tech	3
MATH 1015 – Geometry and Trigonometry	3
Occupational Courses	
DFTG 1101 – CAD Fundamentals	4
DFTG 1103 – Technical Drawing I	4
Choose One of the Following Specializations:	
Mechanical Drafting Specialization	
DFTG 1105 – 3D Mechanical Modeling	4
DFTG 1107 – Technical Drawing II	3
DFTG 1109 – Technical Drawing III	4
DFTG 1111 – Technical Drawing IV	4
DFTG 1113 – Technical Drawing V	4
Select a Minimum of 9 Credits from the Following:	
DFTG 2010 – Engineering Graphics	4
DFTG 2110 – Blueprint Reading for Technical Drawing I	2
DFTG 2500 – Drafting Technology Exit Review	3
DFTG 2020 – Visualization and Graphics	3
DFTG 2030 - Advanced 3D Modeling Architectural	4
DFTG 2040 – Advanced 3D Modeling Mechanical	4
DFTG 2120 – Print Reading for Architecture	3
DFTG 2130 – Manual Drafting Fundamentals	2
Architectural Drafting Specialization	
DFTG 1125 – Architectural Fundamentals	4
DFTG 1127 – Architectural 3D Modeling	4

DFTG 1129 – Residential Drawing I	4
DFTG 1131 – Residential Drawing II	4
DFTG 1133 – Commercial Drawing I	4

Select a Minimum of 14 Credits from the Following:

DFTG 2010 – Engineering Graphics	4
DFTG 2110 – Blueprint Reading for Technical Drawing I	2
DFTG 2500 – Drafting Technology Exit Review	3
DFTG 2020 – Visualization and Graphics	3
DFTG 2030 - Advanced 3D Modeling Architectural	4
DFTG 2040 – Advanced 3D Modeling Mechanical	4
DFTG 2120 – Print Reading for Architecture	3
DFTG 2130 – Manual Drafting Fundamentals	2

## CP41 CAD Operator

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	16

#### Program Description:

All of the courses in the CAD Operator TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program provides students with the opportunity to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

DFTG 1101 – CAD Fundamentals	4
DFTG 1103 – Technical Drawing I	4

Choose One of the Following Specializations:

Mechanical Drafting Specialization

DFTG 1105 – 3D Mechanical Modeling	4
DFTG 1107 – Technical Drawing II	3
DFTG 1109 – Technical Drawing III	4
Architectural Drafting Specialization	
DFTG 1125 – Architectural Fundamentals	4
DFTG 1127 – Architectural 3D Modeling	4
DFTG 1129 – Residential Drawing I	4

## CP61 CAD Operator Mechanical

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	11

#### Program Description:

All of the courses in the CAD Operator – Mechanical TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program provides students with the opportunity to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26
Algebra:	n/a

#### Program Courses

#### Credits

DFTG 1103 – Technical Drawing I	4
DFTG 1109 – Technical Drawing III	4

**CH71 CATIA Technician**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	14

**Program Description:**

This program is designed to enhance the drafting diploma program to allow students to be more marketable in the aeronautics industry. As Gulfstream Aerospace is a major employer in the Savannah area, they have requested that Savannah Tech begin a CATIA drafting program, as it is the modeling system they use.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: n/a

Algebra: 28

**Program Courses**

**Credits**

DFTG 1101 – CAD Fundamentals	4
DFTG 1130 – Introduction to CATIA	5
DFTG 1140 – Advanced CATIA	6

## **EC13 Early Childhood Care/Education**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	72

#### **Program Description:**

The Early Childhood Care and Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of five areas of specialization: exceptionalities, infant/toddler, program administration, paraprofessional/school age, or family child care.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	79
English:	62
Algebra:	37

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

General Education Core (Required Minimum: 18 Semester Hours)

Area I – Language Arts/Communication (6 hrs)

ENGL 1101 – Composition and Rhetoric 3

Language Arts/Communication Elective 3

Area II – Social/Behavioral Sciences

PSYC 1101 – Introductory Psychology 3

Area III – Natural Sciences/Mathematics – Select one of the following three

Courses

MATH 1100 – Quantitative Skills and Reasoning 3

MATH 1101 – Mathematical Modeling 3

MATH 1111 – College Algebra 3

Area IV – Humanities and Fine Arts course

Humanities or Fine Arts Elective 3

Program-Specific General Education Course Requirements 3

General Core Elective 3

Occupational Courses:

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 2115 – Language and Literacy 3

ECCE 1112 – Curriculum and Assessment 3

ECCE 1113 – Creative Activities for Children 3

COMP 1000 – Introduction to Computers 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 2240 – Early Childhood Care and Education Internship	12

**Specializations - Select one of the following Specializations**

**Paraprofessional Specialization**

ECCE 2310 – Paraprofessional Methods and Materials	3
ECCE 2312 – Paraprofessional Roles and Practices	3

**Program Administration**

ECCE 2320 – Program Administration and Facility Management	3
ECCE 2322 – Personnel Management	3

**Exceptionalities**

ECCE 2360 – Classroom Strategies for Exceptional Children	3
ECCE 2362 – Exploring Your Role in the Exceptional Environment	3

## **ECC2 Early Childhood Care/Education**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	53

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

##### **Basic Skills Courses:**

ENGL 1010 – Fundamentals of English I	3
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MATH 1012 – Foundations of Mathematics	3
Select one of the following two courses	
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 – Basic Psychology	3
Occupational Courses:	
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 Assessment	3
ECCE 1113 – Creative Activities for Children	3
ECCE 1121 – Early Childhood Care and Education Practicum	3
ECCE 2215 – 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
COMP 1000 – Introduction to Computers	3
ECCE 2240 – Early Childhood Care and Education Internship	12

## **CE71 Child Development Associate Preparation**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	11

#### **Program Description:**

The Early Childhood Care and Education CDA Preparation TCC (Child Development Associate Preparation) program is a four course sequence of courses designed to prepare students for the Child Development Associate national credential issued by the Council for Professional Recognition (headquartered in Washington, DC). Students must be currently employed in a childcare setting. The four courses in this TCC provide students with the knowledge and skills needed for the national credential and provide information on the development of the portfolio required of the Council. Graduates may choose to apply for national certification; however, Bright From the Start will accept the completion of the Technical Certificate of Credit Program to meet the requirement for childcare providers to attain at least a certificate in the field of Early Childhood. Graduates are qualified for employment as assistants and leaders in the childcare centers.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

**Program Courses****Credits**

Basic Skills Courses:

Other Conditions for Admission: Students will have to obtain 480 hours of classroom field experience before submitting their CDA applications to National Council for Recognition.

Occupational Courses:

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 1125 – Professionalism Through CDA Certificate Preparation	2

## **CD61 Child Development Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	15

#### **Program Description:**

The Child Development Specialist Certificate program is a series of five courses designed to prepare teachers and child care providers with the foundational knowledge needed to deliver developmentally appropriate services to young children. Graduates are to be able to understand and practice ethical conduct and to provide a safe, healthy learning environment for young children birth through eight years old. In addition, graduates will be able to observe and assess the behavior and design age appropriate curricula. Program graduates are qualified for employment as assistants and lead teachers in childcare centers and as Para-educators in public and private school settings. This certificate meets the Bright From the Start licensing requirement for all childcare lead teachers and Family Home Childcare programs.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

Other Conditions for Admission: Students will be required to obtain a cleared criminal background check before beginning field placement in Practicum.

Occupational Courses:

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 Assessment	3
ECCE 1121 – Early Childhood Care and Education Practicum	3

## **EC41 Early Childhood Exceptionalities**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	12

#### **Program Description:**

The Early Childhood Care and Education Exceptionalities TCC is a sequence of courses designed to prepare students to work with children with special needs. The program emphasizes an inclusive classroom, including strategies and activities for exceptional children (both low and high achieving students). Graduates have qualification to be employed in early care and education settings, including care centers, Head Start, and Georgia Pre-K programs.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

Occupational Courses:

ECCE 1103 – Child Growth and Development	3
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ECCE 2201 – Exceptionalities	3
ECCE 2360 – Classroom Strategies of Exceptional Children	3
ECCE 2362 – Exploring Your Role in the Exceptional Environment	3

## **ECP1 Early Childhood Program Administration**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	9

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

Occupational Courses:

ECCE 1103 – Child Growth and Development	3
ECCE 2320 – Program Administration and Facility Management	3
ECCE 2322 – Personnel Management	3

## **FC21 Family Child Care Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	15

#### **Program Description:**

The Early Childhood Care and Education Family Child Care Specialist TCC program is a sequence of courses designed to prepare students for in home family child care. The program emphasizes a combination of early childhood care and education theory and practical application as well as management and regulations for in home family child care. Graduates have qualifications to offer child care in his/her home or to be employed in early care and education settings, including child care centers, Head Start, and Georgia Pre-K programs.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

Occupational Courses:

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 2340 – Family Child Care Program Management	3
ECCE 2342 – Family Child Care Business Management	3

## IC31 Infant/Toddler Child Care Specialist

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	15

#### Program Description:

The Early Childhood Care and Education Infant/Toddler Child Care Specialist TCC program is a sequence of 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.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

Basic Skills Courses:

Occupational Courses:

ECCE 1101 – Introduction to Early Childhood Care and Education	3
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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

## **EC31 Early Childhood Care and Education Basics**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	9

#### **Program Description:**

The Early Childhood Care and Education (ECCE) Basic TCC includes three basic ECCE 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, 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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Occupational Courses:**

ECCE1101	Intro-Early Childhood Care/Edu	3
ECCE1103	Child Growth and Development	3
ECCE1105	Health, Safety and Nutrition	3



## EE13 Electrical/Computer Engineering Technology

### Associate of Applied Science

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	61

#### Program Description:

Electrical, electronic, instrumentation, and computer technicians apply the principles of science and mathematics to develop solutions to technical problems. Their work is the link between scientific discoveries and the commercial applications that meet societal and consumer needs. Technicians use computers extensively to produce and analyze designs, to simulate and test how a machine, structure, or system operates, to generate specifications for parts, to monitor the quality of products, and to control the efficiency of processes.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	79
English:	62
Numerical:	37

#### Program Courses

#### Credits

*General Education Core:*

*Area I – Language Arts/Communication*

ENGL 1101 – Composition and Rhetoric	3
<i>Area II – Social/Behavioral Science</i>	
Social Sciences/Behavioral Sciences Elective	3
<i>Area III – Natural Sciences/Mathematics</i>	
MATH 1111 – College Algebra	3
MATH 1113 – Precalculus	3
PHYS 1111 – Introductory Physics I	3
PHYS 1111L – Introductory Physics Lab I	1
<i>Select one course and lab combination</i>	
PHYS 1112 – Introductory Physics II	3
PHYS 1112L – Introductory Physics Lab II	1
CHEM 1151 – Survey of Inorganic Chemistry	3
CHEM 1151L – Survey of Inorganic Chemistry Lab	1
CHEM 1211 – Chemistry I	3
CHEM 1211L – Chemistry Lab I	1
<i>Area IV – Humanities/Fine Arts</i>	
Humanities/Fine Arts Elective	3
<i>Program Specific Requirements</i>	
MATH 1131 – Calculus I	3
Occupational Elective	4
<i>Occupational Courses</i>	
ENGT 1000 – Introduction to Engineering Technology	3
ECET 1101 – Circuit Analysis I	4
ECET 1110 – Digital Systems I	4
ECET 1191 – Computer Programming Fundamentals	3
ECET 2101 – Circuit Analysis II	4
<i>And choose one of the following specializations:</i>	

*Computer Engineering Technology Specializations*

ECET 1210 – Networking Systems I	3
ECET 2110 – Digital Systems II	4
ECET 2120 – Electronic Circuits I	4
ECET 2210 – Networking Systems II	4
ENG 2300– Capstone Project	1

*Electronics Engineering Technology Specialization 16 hrs*

ECET 1210 – Networking Systems I	3
ECET 2110 – Digital Systems II	4
ECET 2120 – Electronic Circuits I	4
ECET 2220 – Electronic Circuits II	4
ENG 2300– Capstone Project	1

*Instrumentation and Control Engineering Technology Specialization 16 hrs*

ICET 2010 – Electromechanical Devices	3
ICET 2020 – Instrumentation and Process Management	4
ICET 2030 – Programmable Logic Controllers	4
ICET 2050 – Process Control	4
ENG 2300– Capstone Project	1

*Telecommunications Engineering Technology Specialization 18 hrs*

ECET 1210 – Networking Systems I	3
TELE 1000 – Introduction to Telecommunications	3
TELE 1210 – Communications Transmission Concepts	4
TELE 2210 – Data Communications	4
TELE 2230– Fiber Optics	3
ENG 2300– Capstone Project	1

## **EU13 Electrical Utility Technology**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	74

#### **Program Description:**

The Electrical Utility Technology program is a sequence of courses designed to meet the needs of the student interested in attaining entry-level knowledge and skill necessary to work in the electrical utility industry. The program also provides the student with an avenue to pursue opportunities in other areas of the utility industry. Learning opportunities develop academic, technical, and professional knowledge, work ethics, and practical skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electrical utility theory and practical application necessary for employment. Program graduates receive an Electrical Utility Technology Associate of Applied Science degree. This program is offered by the electrical Utility Technology (EUT) department.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	79
English:	62
Numerical:	n/a
Algebra:	37

#### **Program Courses**

#### **Credits**

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

Area I – Language Arts/Communications	
ENGL 1101 – Composition and Rhetoric	3
Area II – Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III – Natural Sciences/Mathematics	
MATH 1111 – College Algebra	3
MATH 1113 – Pre-calculus	3
Area IV – Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Occupational Courses	
COMP 1000 – Introduction to Computers	3
IDFC 1011 – Direct Current I	3
IDFC 1012 – Alternating Current I	3
ELUT 1101 – Introduction to Electrical Utility Industry	3
ELUT 1102 – Fundamentals of Power Alternating Current	5
ELUT 1104 – Electrical Substation	5
ELUT 1105 – Introduction to Distribution Engineering	5
ELUT 1103 – Network Communications	8
ELUT 1106 – Introduction to Metering	3
ELUT 1107 – Power Plants	5
Occupation Elective(s)	4
Occupational Elective(s)	8
Occupational Elective(s)	4

## EU14 Electrical Utility Technology

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	70

#### Program Description:

The Electrical Utility Technology diploma program is a sequence of courses designed to meet the needs of the student interested in attaining entry-level knowledge and skill necessary to work in the electrical utility field. The program also provides the student with an avenue to pursue opportunities in other areas of the utility industry. Learning opportunities develop academic, technical, and professional knowledge, work ethics, and practical skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electrical utility theory and practical application necessary for employment.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	n/a
Algebra:	28

#### Program Courses

#### Credits

Basic Skills Courses

MATH 1013 - Algebraic Concepts	3
MATH 1017 – Trigonometry	3
EMPL 1000- Interpersonal Relations and Professional Development	2
ENGL 1010 – Fundamentals of English I	3
Occupational Courses	
COMP 1000 – Introduction to Computers	3
IDFC 1011 – Direct Current I	3
IDFC 1012 – Alternating Current I	3
ELUT 1101 – Introduction to Electrical Utility Industry	3
ELUT 1102 – Fundamentals of Power Alternating Current	5
ELUT 1104 – Electrical Substation	5
ELUT 1105 – Introduction to Distribution Engineering	5
ELUT 1103 – Network Communications	8
ELUT 1106 – Introduction to Metering	3
ELUT 1107 – Power Plants	5
Occupation Elective(s)	4
Occupational Elective(s)	8
Occupational Elective(s)	4

## EU11 Electrical Utility Technician

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	34

#### Program Description:

The Electrical Utility Technician certificate program is designed for existing employees in the electrical utility industry who wants to update and/or upgrade their skills in academic and occupational areas.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	n/a
Algebra:	28

#### Program Courses

#### Credits

MATH 1013- Algebraic Concepts	3
MATH 1015 – Geometry and Trigonometry	3
ENGL 1010 – Fundamentals of English I	3
COMP 1000 – Introduction to Computers	3
IDFC 1011 – Direct Current I	3



ELUT 1101 – Introduction to the Electrical Utility Industry	3
IDFC 1012 – Alternating Current I	3
ELUT 1102 – Fundamentals of Power Alternating Current	5
ELUT 1103 – Network Communications	8

## **FS13 Fire Science Technology**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduation:	62

#### **Program Description:**

The Fire Science Associate of Applied Science degree program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, The program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to an AAS degree in Fire Science.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 79

English: 62

Algebra: 37

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

General Education Core (Required Minimum: 15 Semester Hours)

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric	3
Area II – Social/Behavioral Sciences	
Choose one Social/Behavioral Sciences course	3
Area III – Natural Sciences/Mathematics – Select one of the following three	
Courses	
MATH 1100 – Quantitative Skills and Reasoning	3
MATH 1101 – Mathematical Modeling	3
MATH 1111 – College Algebra	3
Area IV – Humanities/Fine Arts	
Choose one Humanities/Fine Arts course	3
Additional General Education Core Requirement	
Choose an additional course from Areas I, II, III, or IV.	3
Occupational Courses:	
COMP 1000 – Introduction to Computers	3
FRSC 1100 – Introduction to Fire Service	3
FRSC 1110 – Fire Administration – Supervision and Leadership	3
FRSC 1121 – Firefighting Strategy and Tactics	3
FRSC 1132 – Fire Service Instructor	4
FRSC 1141 – Hazardous Materials Operations	4
FRSC 1151 – Fire Prevention & Inspection	4
FRSC 1161 – Fire Service Safety and Loss Control	3
FRSC 2100 – Fire Administration Management	3
FRSC 2110 – Fire Service Hydraulics	3
FRSC 2120 – Fire Protection Systems	3
FRSC 2130 – Fire Service Building Construction	3
FRSC 2141 – Incident Command	4
FRSC 2170 – Fire and Arson Investigation	4

## **FST2 Fire Science Technology**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	55

#### **Program Description:**

The Fire Science Diploma program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to a Diploma in Fire Science.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

##### **Basic Skills Courses:**

ENGL 1010 – Fundamentals of English I	3
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MATH 1012 – Foundations of Mathematics	3
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**Course Cluster – Select *one* of the following two courses:**

PSYC 1010 – Basic Psychology 3

EMPL 1000 – Interpersonal Relations and Professional Development 2

**Occupational Courses:**

COMP 1000 – Introduction to Computers 3

FRSC 1100 – Introduction to the Fire Service 3

FRSC 1110 – Fire Administration – Supervision and Leadership 3

FRSC 1121 – Firefighting Strategy and Tactics 3

FRSC 1132 – Fire Service Instructor 4

FRSC 1141 – Hazardous Materials Operations 4

FRSC 1151 – Fire Prevention & Inspection 4

FRSC 1161 – Fire Service Safety and Loss Control 3

FRSC 2100 – Fire Administration Management 3

FRSC 2110 – Fire Service Hydraulics 3

FRSC 2120 – Fire Protection Systems 3

FRSC 2130 – Fire Service Building Construction 3

FRSC 2141 – Incident Command 4

FRSC 2170 – Fire and Arson Investigation 4

## FI12 Firefighter/EMSP

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduation:	50

#### Program Description:

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

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

##### Basic Skills Courses:

ENGL 1010 – Fundamentals of English I	3
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MATH 1012 – Foundations of Mathematics	3
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Occupational Courses:

COMP 1000 – Introduction to Computers	3
FRSC 1020 –Basic Firefighter – Emergency Services Fundamentals	3
FRSC 1030 – Basic Firefighter – MODULE I	5
FRSC 1040 – Basic Firefighter – MODULE II	3
FRSC 1141 – Hazardous Materials Operations	4
EMSP 1110 - Introduction to the EMT Profession	3
EMSP 1120 - EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130 - Medical Emergencies for the EMT	3
EMSP 1140 - Special Patient Populations	3
EMSP 1150 - Shock and Trauma for the EMT	3
EMSP 1160 - Clinical and Practical Applications for the EMT	1
EMSP 1510 - Advanced Concepts for the AEMT	3
EMSP 1520 - Advanced Patient Care for the AEMT	3
EMSP 1530 - Clinical Applications for the AEMT	1
EMSP 1540 - Clinical and Practical Applications for the AEMT	3

**FF31 Fire Officer I**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	14

**Program Description:**

The Fire Officer I Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Fire Office I Technical Certificate of Credit. Students should be graduates of the Basic Company Officer Technical Certificate of Credit before enrolling in this program.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	No

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

**Program Courses**

**Credits**

FRSC 1110 – Fire Administration – Supervision and Leadership	3
FRSC 1132 – Fire Service Instructor	4
FRSC 1141 – Hazardous Materials Operations	4



**FF51 Fire Officer II**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	14

**Program Description:**

The Fire Officer II Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as a Fire Company Officer in paid and volunteer fire departments. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer II Level. Program graduates receive a Fire Officer II Technical Certificate of Credit. Students should be graduates of the Fire Officer I Technical Certificate of Credit before enrolling in this program. Note: Candidates must be certified at the level of NPQ Fire Officer I to be eligible for NPQ Fire Officer II certification.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	No

**Minimum Test Scores:****COMPASS**

Reading:	70
English:	32
Numerical:	26

**Program Courses****Credits**

FRSC 1151 – Fire Prevention & Inspection	4
FRSC 1161 – Fire Service Safety and Loss Control	3
FRSC 2100 – Fire Administration Management	3
FRSC 2170 – Fire and Arson Investigation	4

**FF11 Firefighter I**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	15

**Program Description:**

The Firefighter I Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Firefighter I Technical Certificate of Credit.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	No

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Algebra: 26

**Program Courses**

**Credits**

FRSC 1020 – Basic firefighter – Emergency Services Fundamentals	3
FRSC 1030 – Basic Firefighter – MODULE I	5
FRSC 1040 – Basic Firefighter – MODULE II	3

## FF21 Firefighter II

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	13

#### Program Description:

The Firefighter II Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge acquired in the Firefighter I certificate and parallels the Advanced Firefighter Curriculum being developed by the Georgia Fire Academy. Students must be a graduate of Firefighter I Technical Certificate of Credit or NPQ Firefighter I Certified. Program graduates receive a Firefighter II Technical Certificate of Credit. **Note: Candidate must be certified at the NPQ Firefighter I level to be eligible for NPQ firefighter II certification.**

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	No

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

FRSC 1050 – Fire and Life Safety Educator I

3

FRSC 1060 – Fire Prevention, Preparedness and Maintenance	3
FRSC 1070 – Introduction to Technical Rescue	4
FRSC 1080 – Fireground Operations	3

## **BF11 Basic Fire Company Officer**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	13

#### **Program Description:**

The Basic Fire Company Officer Technical certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Basic Fire Company Officer Technical Certificate of Credit.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	No

#### **Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Mathematics: 26

#### **Program Courses**

#### **Credits**

FRSC 1121 – Firefighting Strategy and Tactics	3
FRSC 2110 – Fire Service Hydraulics	3
FRSC 2130 – Fire Service Building Construction	3
FRSC 2141 – Incident Command	4

## HP13 Historic Preservation and Restoration

### Associate of Applied Science

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	8Term(s)
Minimum Credit Hours for Graduation:	94

#### Program Description:

The Historic Preservation and Restoration Degree prepares students for entry into the historic preservation field. Students will learn the correct procedures for restoring various building materials such as wood, glass, metal, brick, stone, ceramics, and gilding. Students will be prepared to enter the field as general preservation contractors or will be prepared to continue their education in a specialized preservation trade.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	79
English:	62
Numerical:	n/a
Algebra:	37

#### Program Courses

#### Credits

General Education Core (Required minimum: 15 Semester hours)

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric	3
Area II – Social/Behavioral Sciences	
Social Sciences/Behavioral Sciences Elective	3
Area III – Natural Sciences/Mathematics	
Choose one of the following courses	
MATH 1111 – College Algebra	3
MATH 1100 – Quantitative Skills and Reasoning	3
MATH 1101 – Mathematical Modeling	3
Area IV – Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program-Specific Requirements	
General Core Elective	3
Occupational Courses	
HLST 1010- Historical Research	2
HLST 1020- Historic Preservation and Restoration History and Theory	3
HLST 1030 – Architectural Print Reading	2
HLST 1040 – Field Techniques and Documentation	2
IDFC 1007 – Industrial Safety Procedures	2
HLST 1050 – Structural Pathology	4
HLST 1060 – Carpentry of Buildings	3
COFC 1020 – Professional Tool use and Safety	3
HLST 1220 – Traditional Building Styles	3
HLST 1260 – Mechanical Systems	5
HLST 1340 – Structural Theory	3
HLST 1280 – Doors, Windows, and Roofing	6
HLST 1320 – Architectural Landscaping in a Historic Restoration Project	3
HLST 2000 – Advanced Material Sciences and Metals	5



HLST 2120 – Preservation and Restoration Seminar and Culminating Project	4
HLST 2020 – Advanced Preservation Skills	4
HLST 2040 – Material Science: Marbling, Graining, and Wood	4
HLST 2060 – Material Science: Masonry and Plaster	4
HLST 2080 – Material Science: Wall Finishes and Gilding	4
HLST 2100- Material Science: Stained Glass and Ceramics	5
MSNR 1005 – Introduction to Masonry and Basic Bricklaying	4
GRBT 1005 – Green Building Construction Techniques	4

## HP14 Historic Preservation and Restoration

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	7 Term(s)
Minimum Credit Hours for Graduation:	87

### Program Description:

The Historic Preservation and Restoration Diploma prepares students for entry into the historic preservation field. Students will learn the correct procedures for restoring various building materials such as wood, glass, metal, brick, stone, ceramics, and gilding. Student will be prepared to enter the field as general preservation contractors or will be prepared to continue their education in a specialized preservation trade.

### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

### Minimum Test Scores:

#### COMPASS

Reading: 70

English: 32

Numerical: 26

### Program Courses

### Credits

#### Basic Skills Courses

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

## Occupational Courses

HLST 1010- Historical Research	2
HLST 1020- Historic Preservation and Restoration History and Theory	3
HLST 1030 – Architectural Print Reading	2
HLST 1040 – Field Techniques and Documentation	2
IDFC 1007 – Industrial Safety Procedures	2
HLST 1050 – Structural Pathology	4
HLST 1060 – Carpentry of Buildings	3
COFC 1020 – Professional Tool use and Safety	3
HLST 1220 – Traditional Building Styles	3
HLST 1260 – Mechanical Systems	5
HLST 1340 – Structural Theory	3
HLST 1280 – Doors, Windows, and Roofing	6
HLST 1320 – Architectural Landscaping in a Historic Restoration Project	3
HLST 2000 – Advanced Material Sciences and Metals	5
HLST 2120 – Preservation and Restoration Seminar and Culminating Project	4
HLST 2020 – Advanced Preservation Skills	4
HLST 2040 – Material Science: Marbling, Graining, and Wood	4
HLST 2060 – Material Science: Masonry and Plaster	4
HLST 2080 – Material Science: Wall Finishes and Gilding	4
HLST 2100- Material Science: Stained Glass and Ceramics	5
MSNR 1005 – Introduction to Masonry and Basic Bricklaying	4
GRBT 1005 – Green Building Construction Techniques	4

## CCW1 Certified Construction Worker

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	12

#### Program Description:

The Certified Construction Worker certificate program offers training in the construction industry providing students with the knowledge and skills they need to work effectively on a construction site. Completion of the program qualifies graduates for entry level employment. Topics include safety, tool use and safety, materials and fasteners, and construction print reading.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

COFC 1000 – Safety	2
COFC 1011 – Overview of Building Construction Practices	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners	2
COFC 1050 – Construction Print Reading Fundamentals	3

**CF61 Concrete Forming**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	14

**Program Description:**

This 14 credit program prepares students to enter the workforce in the construction and concrete forming trades. The student will learn basic carpentry skills, how to read blue prints, proper tool usage, materials and concrete forms layout.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
COFC 1011 – Overview of Building Construction Practices	2
COFC 1020 – Professional Tool Use and Safety	3
COFC 1030 – Materials and Fasteners	2
COFC 1050 – Construction Print Reading Fundamentals	3
CARP 1320- Site Development, Concrete Forming, and Rigging and Reinforcing	4

## **GB11 Green Building Technician**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	16

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

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	

## HP11 Historic Preservation and Restoration Technician

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	16

#### Program Description:

The Historic Preservation Technician program prepares students to enter the workforce as apprentice workers in the preservation field. Topics include the history and theories of historic preservation, architectural print reading, historical research, field techniques and documentation, structure pathology and modern and traditional carpentry techniques.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### Program Courses

#### Credits

HLST 1010- Historical Research	2
HLST 1020- Historic Preservation and Restoration History and Theory	3
HLST 1030 – Architectural Print Reading	2
HLST 1040 – Field Techniques and Documentation	2
HLST 1050 – Structural Pathology	4
HLST 1060 – Carpentry of Buildings	3

## **HM13 Hotel/Restaurant/Tourism Management**

### **Associate of Applied Science**

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: 4 Term(s)

Minimum Credit Hours for Graduation: 60

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age: 16

High School Diploma or GED Required: Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading: 79

English: 62

Algebra: 37

#### **Program Courses**

#### **Credits**

General Education Courses:

Area I – Language Arts/Communication 3

ENGL 1101 – Composition and Rhetoric

OR

Area II – Social/Behavioral Sciences



Social Science/Behavioral Sciences Elective	3
Area III – Natural Sciences/Mathematics (Choose One)	
MATH 1100 – Quantitative Skills and Reasoning	3
MATH 1101 – Mathematical Modeling	3
MATH 1111 – College Algebra	3
OR	
Area IV – Humanities/Fine Arts Elective	3
OR	
General Core Elective	3
<b>Occupational Courses</b>	
COMP 1000 – Introduction to Computers	3
HRTM 1100 – Introduction to Hotel, Restaurant, and Tourism Mgmt.	3
HRTM 1110 – Travel Industry and Travel Geography	3
HRTM 1140 – Hotel Operations Management	3
HRTM 1150 – Event Planning	3
HRTM 1160 – Food and Beverage Management	3
HRTM 1201 – Hospitality Marketing	3
HRTM 1210 – Hospitality Law	3
HRTM 1220 – Supervision and Leadership in the Hospitality Industry	3
HRTM 1230 – Internship	3
Hotel/Restaurant/Tourism Elective (5)	15

## HM12 Hotel/Restaurant/Tourism Management

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	44

#### Program Description:

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

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### Program Courses

#### Credits

##### Basic Skills Courses:

ENGL 1010 – Fundamentals of English I	3
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EMPL 1000 - Interpersonal Relations and Professional Development	2
Choose one of the following two courses:	
MATH 1012 – Foundations of Mathematics	3
MATH 1011 – Business Math	3
Occupational Courses:	
COMP 1000 – Introduction to Computers	3
HRTM 1100 – Introduction to Hotel, Restaurant, and Tourism Mgmt	3
HRTM 1110 – Travel Industry and Travel Geography	3
HRTM 1140 – Hotel Operations Management	3
HRTM 1150 – Event Planning	3
HRTM 1160 – Food and Beverage Management	3
HRTM 1201 – Hospitality Marketing	3
HRTM 1210 – Hospitality Law	3
HRTM 1220 – Supervision and Leadership in the Hospitality Industry	3
HRTM 1230 – Internship	3
Hotel/Restaurant/Tourism or related Elective	3
Hotel/Restaurant/Tourism or related Elective	3

**RM11 Restaurant Manager**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall
Minimum Length of Program:	1 Term
Minimum Credit Hours for Graduation:	16

**Program Description:**

The Restaurant Manager program prepares students for employment in the restaurant industry with skills necessary to manage and operate food service establishments.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Mathematics:	26

**Program Courses**

**Credits**

CUUL 1110 – Culinary Safety and Sanitation	4
HRTM 1130 – Business Etiquette and Communication	3
HRTM 1210 – Hospitality Law	3
HRTM 1220 – Supervision and Leadership in the Hospitality Industry	3
HRTM 1160 – Food and Beverage Management	3

## **IS13 Industrial Systems Technology**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	61

#### **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 Technology degree that qualifies them for employment as industrial electricians or industrial systems technicians.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	79
English:	62
Algebra:	37

#### **Program Courses**

#### **Credits**

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

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric	3
Area II – Social/Behavioral Sciences	
Social/Behavioral Sciences Elective	3
Area III – Natural Sciences/Mathematics – Select <i>one</i> of the following:	
MATH 1100 – Quantitative Skills and Reasoning	3
MATH 1101 – Mathematical Modeling	3
MATH 1111 – College Algebra	3
Area IV – Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Program – Specific Requirements	
Choose an addition course from Areas I, II, III, or IV	3
Occupational Courses:	
IDSY 1101 – DC Circuit Analysis	3
IDSY 1105 – AC Circuit Analysis	3
IDSY 1310 – Industrial Systems Review	3
DSY 1110 – Industrial Motor Controls I	5
IDSY 1210 – Industrial Motor Controls II	5
IDSY 1120 – Basic Industrial PLC's	5
IDSY 1220 – Intermediate Industrial PLC's	5
IDSY 1130 – Industrial Wiring	5
IDSY 1170 – Industrial Mechanics	5
IDSY 1190 – Fluid Power and Piping Systems	5
IDSY 1230 – Industrial Instrumentation	5

## **IST4 Industrial Systems Technology**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	54

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	70
English:	32
Mathematics	26
Algebra:	28

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

EMPL 1000 – Interpersonal Relations and Professional Development	2
ENGL 1010 – Fundamentals of English I	3
MATH 1013 – Algebraic Concepts	3

Occupational Courses:

COMP 1000 – Introduction to Computers	3
IDSY 1101 – DC Circuit Analysis	3
IDSY 1105 – AC Circuit Analysis	3
IDSY 1110 – Industrial Motor Controls I	5
IDSY 1210 – Industrial Motor Controls II	5
IDSY 1120 – Basic Industrial PLC's	6
IDSY 1220 – Intermediate Industrial PLC's	6
IDSY 1130 – Industrial Wiring	4
IDSY 1170 – Industrial Mechanics	6
IDSY 1190 – Fluid Power and Piping Systems	6
IDSY 1230 – Industrial Instrumentation	6



**IE21 Industrial Electrical Assistant**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	16

**Program Description:**

The objective of this program is to provide students with the opportunity to enter the workforce area of industrial maintenance specialized in areas of electrical applications.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

IDSY 1101 – DC Circuit Analysis	3
IDSY 1105 – AC Circuit II	3
IDSY 1110 – Industrial Motor Controls I	5
IDSY 1130 – Industrial Wiring	5

## **IIA1 Industrial Instrumentation Assistant**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	15

#### **Program Description:**

The objective of this program is to provide students with the opportunity to enter the workforce area of industrial maintenance specialized in areas of instrumentation applications.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	38
English:	35
Numerical:	35

#### **Program Courses**

#### **Credits**

IDSY 1120 – Basic Industrial PLC's	5
IDSY 1220 – Intermediate Industrial PLC's	5
IDSY 1230 – Industrial Instrumentation	5

## **IM11 Industrial Maintenance Assistant**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	10

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

IDSY 1170 – Industrial Mechanics	5
IDSY 1190 – Fluid Power and Piping Systems	5

**PC81 Programmable Control Technician I**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	15

**Program Description:**

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

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

**Program Courses**

**Credits**

IDSY 1110 – Industrial Motor Controls I	5
IDSY 1120 – Basic Industrial PLCs	5
IDSY 1220 – Intermediate Industrial PLCs	5

## **LM13 Logistics Management**

### **Associate of Science Degree**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduation:	75

#### **Program Description:**

The Associate of Science Degree in Logistics Management is designed with a large Pre-Business and General Education Core coupled with an occupational component of courses in Logistics Management. The program mirrors the Pre-Business and Core Curriculum of Georgia Southern University which would enable a graduate to continue his/her education in Logistics at the university level.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 79

English: 62

Algebra: 37

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

General Core Courses: Area A – 9 Semester Credit Hours

ENGL 1101 Composition and Rhetoric	3
ENGL 1102 Literature and Composition	3

MATH 1111 College Algebra	3
General Core Courses: Area B – 3 Semester Credit Hours	
HIST 1112 World History II	3
General Core Courses : Area C – 6 Semester Credit Hours	
ENGL 2130 American Literature	3
Select one of the Following:	
SPCH 1101 Public Speaking	3
ARTS 1101 Art Appreciation	3
HUMN 1101 Humanities	3
MUSC 1101 Music Appreciation	3
General Core Courses: Area D – 12 Semester Hours	
MATH 1131 Calculus I	4
Select 1 of the Following:	
BIOL1111/BIOL111L Biology I/Biology I Lab	(4)
CHEM1152/CHEM1152L Survey of Organic Chemistry	
CHEM1112/CHEM1112L Chemistry I/Chemistry I Lab	(4)
PHYS1111/PHYS1111L Introductory Physics I and Introductory Physics Lab I	(4)
Select 1 of the following:	
BIOL1112/BIOL1112L Biology II and Biology II Lab	(4)
CHEM1212/CHEM1212L Chemistry II and Chemistry II Lab	(4)
PHYS1112/PHYS1112L Introductory Physics II and Introductory Physics Lab II.	(4)
General Core Courses: Area E – 12 Semester Credit Hours	
ECON2105 Macroeconomics	3

POLS1101 American government	3
Select 1 of the following:	
HIST2111 US History I	3
HIST2112 US History II	3
Select 1 of the Following:	
PSYC1101 Introduction to Psychology	3
SOCI1101 Introduction of Sociology	3
General Core Courses: Area F – 19 Semester Credit Hours	
ACCT1100 Financial Accounting	4
ACCT1110 Managerial Accounting	3
ECON2106 Microeconomics	3
MGMT1120 Introduction to Business	3
COMP1000 Introduction to Computers	3
MKTG1130 Business Regulations and Compliance	3
Occupational Courses: - 14 Semester Credit Hours	
SCMA1000 – Introduction to Supply Chain Management	3
SCMA1003 – Introduction to Transportation & Logistics Management	3
CWDS1600 Warehousing Technology Skills	2
LOGI1020 – Materials Management	3
BUSN1320 – Business Interaction Skills	3

## **MM13 Marketing Management**

### **Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	59

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	79
English:	62
Algebra:	37

#### **Program Courses**

#### **Credits**

General Education Courses:

Area I – Language Arts/Communication	3
ENGL 1101 – Composition and Rhetoric	



Area II – Social/Behavioral Sciences	
Social Science/Behavioral Sciences Elective	3
Area III – Natural Sciences/Mathematics	3
MATH 1100 – Quantitative Skills and Reasoning	
OR	
MATH 1101 – Mathematical Modeling	
OR	
MATH 1111 – College Algebra	
Area IV – Humanities/Fine Arts	3
General Core Elective (one course from Area I, II, or III)	3
Occupational Courses:	
ACCT 1100 – Financial Accounting I	4
BUSN 1190 – Digital Technologies in Business	2
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
Elective	3
Select two of the following three courses	
MKTG 2000 – International Marketing	3
MKTG 2290 – marketing Internship/Practicum	3
MKTG 2300 – Marketing Management	3
Specializations – Select one of the following four areas	3
Marketing Management Specialization	
MKTG 1370 – Consumer Behavior	3
MKTG 2060 – Marketing Channels	3

Marketing Elective	3
Select one of the following two courses	
MKTG 1210 – Services Marketing	3
MKTG 2070 – Buying and Merchandising	3
Entrepreneurship Specialization	
MKTG 2210 – Entrepreneurship	6
MKTG 2010 – Buying and Merchandising	3
Select one of the following two courses	
MKTG 2070 – Buying and Merchandising	3
MKTG 1210 – Services Marketing	3
e-Business Specialization	
MKTG 2210 – Entrepreneurship	6
BUSN 2170 – Web Page Design	2
Select one of the following two courses	
MKTG 2070 – buying and Merchandising	3
MKTG 1210 – Services Marketing	3
Professional Selling Specialization	
MKTG 2060 – Marketing Channels	3
MKTG 1370 – Consumer Behavior	3
MKTG 1210 – Services marketing	3
MKTG 2160 – Advanced Selling	3
Social Media Marketing	
MKTG 2500 – Exploring Social Media	3
MKTG 2550 – Analyzing Social Media	3
MKTG 1370 – Consumer Behavior	3
MKTG xxxx – Elective	3

## **MM12 Marketing Management**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	52

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

##### **Basic Skills Courses:**

ENGL 1010 - Fundamentals of English I	3
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MATH 1011 - Business Math	3
OR	
MATH 1012 – Foundations of Mathematics	
EMPL 1000 - Interpersonal Relations and Professional Development	2
OR	
PSYC 1010 - Basic Psychology	(3)
Occupational Courses:	
ACCT 1100 - Financial Accounting I	4
BUSN 1190 - Digital Technologies in Business	2
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
Guided Elective	3
Select one of the following two courses	
BUSN 1300 - Introduction to Business	3
MGMT 1100 - Principles of Management	3
Select one of the following three courses	
MKTG 2000 - International Marketing	3
MKTG 2290 - Marketing Internship/Practicum	3
MKTG 2300 – Marketing Management	3
Specializations - Select one of the four following areas	
Marketing Management Specialization	
MKTG 2060 - Marketing Channels	3
MKTG 1370 - Consumer Behavior	3

Marketing Elective	3
Select one of the following two courses	
MKTG 1210 - Services Marketing	3
MKTG 2070 - Buying and Merchandising	3
Entrepreneurship Specialization	
MKTG 2210 - Entrepreneurship	6
MKTG 2010 - Small Business Management	3
Select one of the following two courses	
MKTG 1210 - Services Marketing	3
MKTG 2070 - Buying and Merchandising	3
e-Business Specialization	
MKTG 2210 - Entrepreneurship	6
BUSN 2170 - Web Page Design	2
Select one of the following two courses	
MKTG 1210 - Services Marketing	3
MKTG 2070 - Buying and Merchandising	3
Professional Selling Specialization	
MKTG 1210 - Services Marketing	3
MKTG 2160 - Advanced Selling	3
MKTG 2060 - Marketing Channels	3
MKTG 1370 - Consumer Behavior	3
Social Media Marketing	
MKTG 2500 – Exploring Social Media	3
MKTG 2550 – Analyzing Social Media	3
MKTG 1370 – Consumer Behavior	3
MKTG xxxx – Elective	3

**EN11 Entrepreneurship**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	12

**Program Description:**

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

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

Basic Skills Courses:

Occupational Courses:

MKTG 1130 – Business Regulations and Compliance	3
MKTG 2210 - Entrepreneurship	6
MGMT 1100 – Principles of Management	3 or
MKTG 2010 – Small Business Management	(3)

**MS21 Marketing Specialist**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	12

**Program Description:**

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

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

Occupational Courses:

MGMT 1100 – Principles of Management	3
MKTG 1190- Integrated Marketing Communications	3
MKTG 1160 – Professional Selling	3
MKTG XXXX-- Elective	3

**SR11 Sales Representative**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	12

**Program Description:**

The Sales Representative certificate is designed to prepare students for employment as a representative for manufacturers, wholesalers, retailers, and service occupations. As such, they will learn how to make customers interested in their merchandise and to arrange the sale of that merchandise.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

**Program Courses**

**Credits**

Occupational Courses:

MKTG 1160 Professional Selling	3
MKTG 2060 Marketing Channels	3
MKTG 2160 Advanced Selling	3
MKTG 1190 Integrated Marketing Communications	3



## **SB51 Small Business Marketing Manager**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	15

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

##### **Occupational Courses:**

MGMT 1100 – Principles of Management	3
MKTG 1130 – Business Regulations and Compliance	3
MKTG 1160 – Professional Selling	3
MKTG 1190- Integrated Marketing Communications	3
MKTG 2010 – Small Business Management	3

**NS13 Networking Specialist**  
**Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	66

**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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	79
English:	62
Algebra:	37

**Program Courses**

**Credits**

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

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric	3
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Area II – Social/Behavioral Sciences

Social/Behavioral Sciences Elective 3

Area III – Natural Sciences/Mathematics – Select one of the following three courses

MATH 1100 – Quantitative Skills and Reasoning 3

MATH 1101 – Mathematical Modeling 3

MATH 1111 – College Algebra 3

Area IV – Humanities/Fine Arts

Humanities/Fine Arts Elective 3

Program – Specific Requirements

General Core Elective – Select one course from Areas I, II, III, or IV 3

Occupational Courses:

COMP 1000 – Introduction to Computers 3

CIST 1001 – Computer Concepts 4

CIS Elective 3

CIS Operating Systems Course 3

CIST 1122 – Hardware Installation and Maintenance 4

CIS Elective Courses 4

CIS Security course 3

CIS Elective Courses 3

CIS Elective Course 3

CIS Elective 4

Introductory-Level Networking Class – Select one of the following three courses

CIST 1401 – Computer Networking Fundamentals 4

CIST 2441 – Cisco Networking for Home and Small Businesses 4

CIST 2451 – Cisco Network Fundamentals 4

Choose *one* of the following specializations:

### Microsoft Specialization

CIST 2411 – Microsoft Client	4
CIST 2412 – Microsoft Server Directory Services	4
CIST 2414 – Microsoft Server Administrator	4
MS Elective	4

### Cisco Exploration Specialization

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

Choose *one* of the following two courses:

CIST 2451 – Cisco Network Fundamentals	4
CIS Networking Elective	

## **NS14 Networking Specialist**

### **Diploma**

Offered at the Savannah and Liberty Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	54

#### **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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

##### Basic Skills Courses:

ENGL 1010 – Fundamentals of English I	3
MATH 1012 – Business Math	3

EMPL 1000 – Interpersonal Relations and Professional Development	2
Occupational Courses:	
COMP1000 – Introduction to Computers	3
CIST 1001 – Computer Concepts	4
CIST 1122 – Hardware Installation and Maintenance	4
CIS Operating Systems Course	3
CIS Security Course	3
CIS Elective	3
CIS Elective	3
CIS Elective	3
Introductory-level Networking Class – Select <i>one</i> of the following three courses:	
CIST 1401 – Computer Networking Fundamentals	4
CIST 2441 – Cisco Networking for Home and Small Businesses	4
CIST 2451 – Cisco Network Fundamentals	4
Choose <i>one</i> of the following specializations:	
Microsoft Specialization	
CIST 2411 – Microsoft Client	4
CIST 2412 – Microsoft Server Directory Services	4
CIST 2414 – Microsoft Server Administrator	4
MS Elective	4
Cisco Exploration Specialization	
CIST 2452 – Cisco Routing Protocols and Concepts	4
CIST 2453 – Cisco LAN Switching and Wireless	4
CIST 2454 – Cisco Accessing the WAN	4
Choose <i>one</i> of the following two courses:	
CIST 2451 – Cisco Network Fundamentals	4
CIS Networking Elective	4

**PS13 Paralegal Studies**  
**Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	69

**Program Description:**

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law, criminal law and procedure, civil litigation, tort law, and substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Associate of Applied Science degree.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading: 79

English: 62

Algebra: 37

**Program Courses**

**Credits**

General Education Core (Required minimum: 18 Semester Credit Hours)

Area I – Language Arts/Communication

ENGL 1101 – Composition and Rhetoric 3

SPCH 1101 – Public Speaking 3

Area II – Social/Behavioral Sciences

Social/Behavioral Sciences 3

Area III – Natural Sciences/Mathematics – Select *one* of the following:

MATH 1100 – Quantitative Skills and Reasoning 3

MATH 1101 – Mathematical Modeling 3

MATH 1111 – College Algebra 3

Area IV – Humanities/Fine Arts

Humanities/Fine Arts Elective 3

Program – Specific Requirements

General Core Elective (from Areas I, II, III, or IV) 3

Occupational Courses:

COMP 1000 – Introduction to Computers 3

PARA 1100 – Introduction to Law and Ethics 3

PARA 1115 – Family Law 3

PARA 1105 – Legal Research and Legal Writing I 3

PARA 1110 - Legal Research and Legal Writing II 3

PARA 1125 – Criminal Law and Criminal Procedure 3

PARA 1140 – Tort Law 3

PARA 1150 – Contracts, Commercial Law and Business Organizations 3

PARA 1120 – Real Estate Law 3

PARA 1130 – Civil Litigation 3

PARA 1135 – Wills, Trusts, Probate, and Administration 3

PARA 1145 – Law Office Management 3

PARA 2210 – Paralegal Internship I 6



Complete 9 credits from the following courses:

PARA 2215 – Paralegal Internship II	6
PARA 1205 – Constitutional Law	3
PARA 1210 – Legal and Policy Issues in Healthcare	3
PARA 2205 – Advanced Legal Research and Writing	3
PARA 1215 – Administrative Law	3
PARA 1105 – Technical Communications	3
PARA 1200 – Bankruptcy/Debtor - Creditor	3
Occupational Guided Electives	

## **PT13 Paramedicine**

### **Associate of Applied Science**

Program Entrance Term:	Fall
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduation:	67

#### **Program Description:**

The Paramedicine applied associate in science degree program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine degree program prepares students for employment in paramedic positions in today's health services field. The Paramedic degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	79
English:	62
Algebra:	37

Other conditions for Admission (if any):

Hold current certification and/or licensure as an: EMT I/85

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
General Education Core (Required minimum: 15 Semester Credit Hours)	
Area I - Language Arts and Communication	3
ENGL 1101 - Composition and Rhetoric	
Area II - Social/Behavioral Sciences (select 3 semester hours)	3
Area III - Natural Sciences and Mathematics	3
MATH 1100 - Quantitative Skills and Reasoning	
OR	
MATH 1101 - Mathematical Modeling	
OR	
MATH 1111 - College Algebra	
Area IV - Humanities and Fine Arts	3
Select an additional course from Areas I, II,III, or IV	3
Occupational Courses:	
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
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

## **PT12 Paramedicine**

### **Diploma**

Program Entrance Term:	Fall
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	55

#### **Program Description:**

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

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

Other conditions for Admission (if any):

Hold current certification and/or licensure as an: EMT

**Program Courses**

**Credits**

Basic Skills Courses:

ENGL 1010 - Fundamentals of English I 3

MATH 1012 - Foundations of Mathematics 3

Occupational Courses:

ALHS 1011 - Structure and Function of the Human Body 5

EMSP 2110 – Foundations of Paramedicine 3

EMSP 2120 - Applications of Pathophysiology for Paramedics 3

EMSP 2130 - Advanced Resuscitative Skills for Paramedics 3

EMSP 2140 - Advanced Cardiovascular Concepts 4

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care 3

EMSP 2320 - Therapeutic Modalities of Medical Care 5

EMSP 2330 - Therapeutic Modalities of Trauma Care 4

EMSP 2340 - Therapeutic Modalities 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

## **EP12 EMS Professions**

### **Diploma**

Program Entrance Term:	Fall/Spring
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	39

#### **Program Description:**

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

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading: 70

English: 32

Numerical: 26

Other conditions for Admission (if any):

To complete the AEMT portion: Submit documentation of current certification and/or licensure as an: EMT or EMT-Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to EMT update course); or proof of successful completion of EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, and EMSP 1160.

**Program Courses**

**Credits**

Basic Skills Courses:

ENGL 1010 - Fundamentals of English I	3
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MATH 1012 – Fundamentals of Mathematics	3
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Occupational Courses:

ALHS 1011 - Structure and Function of the Human Body	5
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ALHS 1090 - Medical Terminology for Allied Health Sciences	2
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EMSP 1110 - Introduction to the EMT Profession	3
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EMSP 1120 - EMT Assessment/Airway Management and Pharmacology	3
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EMSP 1130 - Medical Emergencies for the EMT	3
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EMSP 1140 - Special Patient Populations	3
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EMSP 1150 - Shock and Trauma for the EMT	3
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EMSP 1160 - Clinical and Practical Applications for the EMT	1
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EMSP 1510 - Advanced Concepts for the AEMT	3
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EMSP 1520 - Advanced Patient Care for the AEMT	3
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EMSP 1530 - Clinical Applications for the AEMT	1
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EMSP 1540 - Clinical and Practical Applications for the AEMT	3
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## **EMJ1 Emergency Medical Technician (EMT)**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall/Spring/Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	16

#### **Program Description:**

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT.

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses****Credits**

## Occupational Courses:

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

## **EMH1 Advanced Emergency Medical Technician (AEMT)**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall/Spring
Minimum Length of Program:	1Term(s)
Minimum Credit Hours for Graduation:	10

#### **Program Description:**

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

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

Other conditions for Admission (if any):

Submit documentation of current certification and/or licensure as an EMT or EMT Basic (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMT-B to EMT update course; or proof of successful completion of EMSP 1110, EMSTP 1120, EMSP 1130, EMST 1140, EMSP 1150, and EMSP 1160.

**Minimum Test Scores:**

## COMPASS

Reading: 70

English: 32

Numerical: 26

**Program Courses****Credits**

## Occupational Courses:

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

**MS13 Precision Manufacturing**  
**Associate of Applied Science**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	63

**Program Description:**

This degree program will build upon the competencies a student has learned in the Certified Manufacturing Specialist (CMS) Technical Certificate of Credit (TCC). Additionally, the student will have the opportunity to specialize in one of three requested manufacturing areas. The graduate of this degree program will simultaneously earn the CMS TCC and will be prepared to serve in a variety of manufacturing positions, including supervisory level jobs. This degree is the capstone program of a Guided Pathway with an emphasis on highly technical precision manufacturing. The program graduate will undertake required degree level General Studies courses, general manufacturing core requirements, and one of three specialized areas of precision manufacturing.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

Reading:	70
English:	32
Algebra:	28

**Program Courses**

**Credits**

General Education Core Courses:

ENGL 1101 - Composition and Rhetoric	3
AREA II - Social/Behavioral Sciences	3
AREA III - Natural Sciences/Mathematics	3
AREA IV - Humanities/Fine Art	3
AREA I-IV- Required Electives from Area I-IV	3

#### Occupational Courses:

IDFC 1007- Industrial Safety Procedure	3
COMP 1000 - Introduction to Computers	3
AUMF 1580 - Automated Manufacturing Skills	3
Weld 1000 - Introduction to Welding Technology	3
MCHT 1011 - Introduction to Machine Tool	4
AUMF 1520 - Manufacturing Organ. Principles	1
AUMF 1540 - Manufacturing Workforce Skills	2
AUMF 1560 - Manufacturing Production Requirements	1
AUMF 1660 - Representative Manufacturing Skills	4

#### **Choose Specialization:**

##### Welding Specialization:

WELD 1010 - Oxy Fuel Cutting	3
WELD 1040 - Flat Shielded Metal Arc Welding	4
WELD 1060 - Vertical Shield Metal Arc Welding	4
WELD 1070 - Overhead Shield Metal Arc Welding	4
WELD 1090 - Gas Metal Arc Welding	4
WELD 1120 - Prep for Industrial Qualification	3
WELD 1152 - Pipe Welding	4

Machine Tool Specialization:

MCHT 1012 - Blueprint for Machine Tool	3
MCHT 1119 - Lathe Operations I	3
MCHT 1120 - Mills Operations I	3
MCHT 1219 - Lathe Operations II	3
AMCA 2110 - CNC Fundamentals	3
AMCA 2130 - CNC Mill Manual Programming	5
AMCA 2150 - CNC Lathe Manual Programming	5
AMCA 2170 - CNC Practical Applications	3
AMCA 2190 - CAD/CAM Programming	4

Industrial Systems Specialization:

IDSY 1110 - Industrial Motor Controls	5
IDSY 1120 - Basic Industrial PLCs	5
IDSY 1130 - Industrial Wiring	5
IDSY 1170 - Industrial Mechanics	5
IDSY 1190 - Fluid Power and Piping	5
IDSY 1220 - Intermediate Industrial PLCs	5

**ST13 Surgical Technology**  
**Associates of Applied Science Degree**

Program Entrance Term:	Fall
Minimum Length of Program:	6 Term(s)
Minimum Credit Hours for Graduation:	70

**Program Description:**

The Commission on Accreditation of Allied Health Education Programs accreted 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.

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

**Admission Requirements:**

Minimum Required Age:	17
High School Diploma or GED Required:	Yes
Other conditions for Admission (if any):	

The Surgical Technology program is a competitive admission program and requires other conditions for acceptance. For a complete listing of requirements, please visit <http://www.savannahtech.edu/academics/health-sciences/> and click on the Surgical Technology program link.

**Minimum Test Scores:**

COMPASS

Reading: 79

English: 62

Algebra: 37



**Program Courses****Credits**

General Education Core (Required Minimum: 15 Semester hours)

Area I - Language Arts/Communication 3

ENGL 1101 - Composition and Rhetoric

Area II - Social/Behavioral Sciences 3

Area III - Natural Sciences/Mathematics – 3

MATH 1100 - Quantitative Skills and Reasoning

OR

MATH 1101 - Mathematical Modeling

OR

MATH 1111 - College Algebra

Area IV Humanities/Fine Arts 3

Choose an additional course from Areas I, II, III, or IV. 3

Occupational Courses:

ALHS 1090 - Medical Terminology for Allied Health Sciences 2

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

SURG 1010 - Introduction to Surgical Technology 8

SURG 1080 – Surgical Microbiology 2

SURG 1100 - Surgical Pharmacology 2

SURG 1020 - Principles of Surgical Technology 7

SURG 2110 - Surgical Technology Clinical I 3

SURG 2030 - Surgical Procedures I	4
SURG 2120 - Surgical Technology Clinical II	3
SURG 2130 - Surgical Technology Clinical III	3
SURG 2040 - Surgical Procedures II	4
SURG 2140 - Surgical Technology Clinical IV	3
SURG 2240 - Seminar in Surgical Technology	2

## **ST12 Surgical Technology**

### **Diploma**

Program Entrance Term:	Fall
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	57

#### **Program Description:**

The Commission on Accreditation of Allied Health Education Programs accreted 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.

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes
Other conditions for Admission (if any):	

The Surgical Technology program is a competitive admission program and requires other conditions for acceptance. For a complete listing of requirements, please visit <http://www.savannahtech.edu/academics/health-sciences/> and click on the Surgical Technology program link.

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

**Program Courses****Credits**

## Basic Skills Courses:

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

## Occupational Courses:

SURG 1010 - Introduction to Surgical Technology	8
SURG 1080 - Surgical Microbiology	2
SURG 1100 - Surgical Pharmacology	2
SURG 1020 - Principles of Surgical Technology	7
SURG 2110 - Surgical Technology Clinical I	3
SURG 2030 - Surgical Procedures I	4
SURG 2120 - Surgical Technology Clinical II	3
SURG 2130 - Surgical Technology Clinical III	3
SURG 2040 - Surgical Procedures II	4
SURG 2140 - Surgical Technology Clinical IV	3
SURG 2240 - Seminar in Surgical Technology	2
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1011 - Structure and Function of the Human Body	5

## **CS91 Central Sterile Supply Processing Technician-Advanced**

### **Technical Certificate of Credit**

Program Entrance Term:	Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	20

#### **Program Description:**

The Central Sterile Supply Processing 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 Materiel Management (IAHCSMM) certification exam.

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

#### **Admission Requirements:**

Minimum Required Age:	17
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

EMPL1000 Interpersonal Relations and Professional Development	2
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Occupational Courses:

CSSP 1010 Introduction to Surgical Technology	5
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CSSP 1020 Central Sterile Supply Processing Technician Practicum I	6
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CSSP 1022 Central Sterile Supply Processing Technician Practicum II	5
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ALHS 1090 Medical Terminology for Allied Health Sciences	2
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## **AST2 Aircraft Structural Technology**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	52

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

##### Basic Skills Courses:

ENGL 1010 – Fundamentals of English I	3
MATH 1012 – Foundations of Mathematics	3

EMPL 1000 – Interpersonal Relations and Professional Development	2
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Occupational Courses:

ASTT 1010 – Basic Blueprint Reading	4
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ASTT 1020 – Aircraft Blueprint Reading	3
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ASTT 1030 – Structural Fundamentals	6
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ASTT 1040 – Structural Layout and Fabrication	5
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ASTT 1050 – Aerospace Quality Management	3
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ASTT 1070 – Aerodynamics	2
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ASTT 1090 – Composites and Bonded Structures	4
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ASTT 1100 – Sealants	2
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ASTT 1110 – Corrosion Control	5
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ASTT 1120 – Aircraft Metallurgy	4
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ASTT 1180 – Aircraft Technical Publications	3
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COMP1000 – Introduction to Microcomputers	3
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## AA61 Aircraft Assembly Technician

### Technical Certificate of Credit

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: 1 Term(s)

Minimum Credit Hours for Graduation: 12

#### Program Description:

The Aircraft Assembly Technician certificate program will provide technical training to existing industry and individuals interested in obtaining aircraft structural assembly skills. This program will provide a minimum of training for the job market entry and/or upgrading for existing industry personnel and could lead to continued training for a diploma. This program results from industry requesting new personnel with the skills addressed in the aircraft structural courses included in this program.

#### Admission Requirements:

Minimum Required Age: 16

High School Diploma or GED Required: Yes

#### Minimum Test Scores:

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### Program Courses

#### Credits

ASTT 1010 – Basic Blueprint Reading	4
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ASTT 1030 – Fundamentals	6
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Choose *one* of the following:

ASTT 1020 – Aircraft Blueprint Reading	3
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ASTT 1070 – Aerodynamics	2
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## AU21 Aircraft Upholstery and Trim

## Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	14

### Program Description:

The Aircraft upholstery and trim program will provide introductory level technical training for individuals seeking employment in outfitting and refurbishing large business jet aircraft. Classroom topics include introduction to business aircraft, blueprints, & electronic models, engineering documentation, and shop/ramp safety. Lab demonstrations and projects include fabrication of seating, upholstery, flooring, side panels, overhead panels and trim.

### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

### Minimum Test Scores:

#### COMPASS

Reading:	70
English:	32
Numerical:	26

### Program Courses

### Credits

AVUT 1010 – Introduction to Aircraft Interiors	3
AVUT 1020 – CAITA, Blueprints, and Manufacturing Information	3
AVUT 1030 – Floor Coverings and Trim Fabrication	4
AVUT 1040 – Aircraft Seating Fabrication	4

## **LCC1 Luxury Craft Cabinetmaking**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	10

#### **Program Description:**

The Luxury Craft Cabinetmaking Technical Certificate is designed to provide students with the knowledge and skills to prepare them for entry level employment in the luxury craft cabinetmaking industry. Emphasis is placed on aircraft and marine vessels, but is not all inclusive.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

CARP 1103 – Luxury Craft Cabinet Materials and Fasteners	2
CARP 1106 – Print Reading for Luxury Craft Cabinet	3
CARP 1107 – Luxury Craft Cabinet Making	5

## **BA12 Barbering**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	52

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

##### **Basic Skills Courses:**

MATH 1012 – Foundations of Mathematics	3
ENGL 1010 – Fundamentals of English I	3

EMPL 1000 - Interpersonal Relations and Professional Development	2
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Occupational Courses:

BARB 1000 – Introduction to Barber/Styling Implements	3
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BARB 1010 – Science: Sterilization, Sanitation, and Bacteriology	3
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BARB 1020 – Introduction to Haircutting and Shampooing	5
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BARB 1030 – Haircutting/Basic Styling	3
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BARB 1040 – Shaving	2
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BARB 1050 – Science: Anatomy and Physiology	3
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BARB 1060 – Introduction to Color Theory/Color Application	3
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BARB 1070 – Chemical Restructuring of Hair	5
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BARB 1080 – Advanced Haircutting/Styling	5
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BARB 1090 – Structures of Skin, Scalp, Hair and Facial Treatments	3
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BARB 1100 –Barber/Styling Practicum and Internship	3
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BARB 1110 – Shop Management/Ownership	3
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COMP 1000 –Introduction to Computers	3
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## **BF21 Barbering for Cosmetologists**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	19

#### **Program Description:**

The Barbering program for Cosmetologist Technical Certificate allows the student who holds a current Master Cosmetology license to receive additional training that will qualify the student to take the examination for Barbering.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

BARB 1000 – Introduction to Barber/Styling Implements	3
BARB 1010 – Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1020 – Introduction to Haircutting and Shampooing	5
BARB 1030 – Haircutting/Basic Styling	3
BARB 1040 – Shaving	2
BARB 1100 – Barber/Styling Practicum and Internship	3

## **CO12 Cosmetology**

### **Diploma**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	54

#### **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 requirement 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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

Basic Skills Courses:

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

Occupational Courses:

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



**NT11 Nail Technician**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	20

**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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

COSM 1000 – Introduction to Cosmetology Theory	4
COSM 1070 – Nail Care and Advanced Techniques	3
COSM 1180 – Nail Care I	5
COSM 1120 – Salon Management	3
COSM 1190 – Nail Care II	5

**ST11 Shampoo Technician**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	11

**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, skin, hair, hair treatments and manipulations, hair styling, artificial hair, braiding/intertwining hair, 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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	No

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

**Program Courses**

**Credits**

COSM 1000 – Introduction to Cosmetology Theory

4

COSM 1020 – Hair Care and Treatment	2
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COSM 1120 – Salon Management	3
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Select *one* of the following:

Elective	2
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EMPL 1000 – Interpersonal Relations and Professional Development	2
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## **DA12 Dental Assisting**

### **Diploma**

Program Entrance Term:	Fall
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	47

#### **Program Description:**

The Commission on Dental Accreditation (CODA) American Dental Association (ADA) accredited Dental Assisting program at Savannah Technical College 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 and are eligible to sit for a national certification examination.

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

#### **Admission Requirements:**

Minimum Required Age:	17
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading: 70

English: 32

Numerical: 26

Other conditions for Admission (if any):

The Dental Assisting program is a competitive admission program and requires other conditions for acceptance. For a complete listing of requirements, please visit:

<http://www.savannahtech.edu/academics/health-sciences/> and click on the Dental Assisting program link.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
Basic Skills Courses:	
ENGL 1010 - Fundamentals of English I	3
PSYC 1010 - Basic Psychology	3
Occupational Courses:	
COMP 1000 - Introduction to Computers	3
DENA 1010 - Basic Human Biology	1
DENA 1050 - Microbiology and Infection Control	2
DENA 1080 - Dental Biology	5
DENA 1340 - Dental Assisting I: General Chairside	6
DENA 1030 - Preventive Dentistry	2
DENA 1070 - Oral Pathology and Therapeutics	2
DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills	7
DENA 1390 - Dental Radiology	4
DENA 1460 - Dental Practicum I	1
DENA 1090 - Dental Assisting National Board Examination Preparation	2
DENA 1400 - Dental Practice Management	2
DENA 1470 - Dental Practicum II	1
DENA 1480 - Dental Practicum III	5

## ET12 Electrical Technology

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	51

#### 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.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### Program Courses

#### Credits

##### Basic Skills Courses

MATH 1012 Foundations of Mathematics	3
EMPL 1000 Interpersonal Relations and Professional Development	2

ENGL 1010 – Fundamentals of English I	3
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Occupational Courses

COMP 1000 – Introduction to Computers	2
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IDFC 1007 – Industrial Safety Procedures	2
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IDFC 1011 – Direct Current I	3
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ELTR 1020 – Electrical Systems Basics I	3
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ELTR 1060 - Electrical Prints, Schematics, and Symbols	2
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ELTR 1085 – Basic Commercial Wiring	5
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ELTR 1095 – Advanced Commercial Wiring	5
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ELTR 1110 – Electric Motors	4
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ELTR 1180 – Electrical Controls	4
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Electrical Construction and Maintenance Specialization

ELTR 1200 – Basic Residential Wiring -	4
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ELTR 1215 – Advanced Residential Wiring	4
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Choose From One of the Following

ELTR 1525 – Photovoltaic Systems	5
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Guided Elective	4
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## ST23 Sustainable Technology

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	53

#### Program Description:

This program introduces students to the various fields of sustainable technologies. Topics include energy efficient, energy measures and management, sustainable energy production, green building construction and historic preservation.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### Program Courses

#### Credits

##### Basic Skills Courses

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



## Occupational Courses

COMP 1000 – Introduction to Computers	3
IDFC 1007 – Industrial Safety Procedures	2
DFTG 1101 – CAD Fundamentals	4
GRBT 1001 – Introduction to Green Building	4

## Electrical Specialization

ELTR 1020 – Electrical Systems Basics I	3
ELTR 1060 - Electrical Prints, Schematics, and Symbols	2
ELTR 1200 – Basic Residential Wiring	4
ELTR 1525 – Photovoltaic Systems	5
ELTR 1526 – Solar Thermal Installation and Repair	6
ELTR 1527 – Wind Energy Installation and Repair	6
ELTR 1215 – Advanced Residential Wiring	4
IDFC 1011 – Direct Current I	3

## Structural Specialization

COFC 1011 – Overview of Building Construction Practices	2
HLST 1020 – Historic Preservation and Restoration History and Theory	3
HLST 1280 – Doors, Windows and Roofing	6
HLST 1060 – Carpentry of Buildings	3
HLST 1050 – Structural Pathology	4
HLST 1340 – Structural Theory	3
GRBT 1003 – Energy Measures and Efficiency	4
GRBT 1004 – Energy Efficient Mechanical Systems	4
GRBT 1005 – Green Building Construction Techniques	4

## **PD71 Photovoltaic System Installation and Repair**

### **Technical Certificate of Credit**

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: 2 Term(s)

Minimum Credit Hours for Graduation: 23

#### **Program Description:**

This program is designed to provide students with the opportunity to enter the workforce area specialized in electrical applications of installing, inspecting, and repairing solar panels in the electrical construction industry.

#### **Admission Requirements:**

Minimum Required Age: 16

High School Diploma or GED Required: Yes

#### **Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

IDFC 1007 – Industrial Safety Procedures	2
IDFC 1011 – Direct Current I	3
ELTR 1020 – Electrical Systems Basics I	3
ELTR 1060 - Electrical Prints, Schematics, and Symbols	2
ELTR 1200 – Basic Residential Wiring	4
ELTR 1215 – Advanced Residential Wiring	4
ELTR 1525 – Photovoltaic Systems	5

## **RW21 Residential Wiring Technician**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	18

#### **Program Description:**

The residential wiring technical certificate of credit prepares students for employment in the construction industry as qualified residential wiring technicians. Topics include NEC regulations, blueprint reading, principles of direct and alternating current, and residential wiring procedures and practices.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

#### **Program Courses**

#### **Credits**

IDFC 1007 – Industrial Safety Procedures	2
IDFC 1011 – Direct Current I	3
ELTR 1020 – Electrical Systems Basics I	3
ELTR 1060 - Electrical Prints, Schematics, and Symbols	2
ELTR 1200 – Basic Residential Wiring	4
ELTR 1215 – Advanced Residential Wiring	4

## MTT2 Machine Tool Technology

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	42

#### Program Description:

The Machine Tool Technology diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Machine Tool Technology diploma and have the qualification of a machine tool technician.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical	26

#### Program Courses

#### Credits

##### Basic Skills Courses:

EMPL 1000 – Interpersonal Relations and Professional Development	2
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ENGL 1010 – Fundamentals of English 1 3

MATH 1012 – Foundations of Mathematics 3

Occupational Courses:

MCHT 1011 – Introduction to Machine Tool 4

MCHT 1012 – Blueprint for Machine Tool 3

MCHT 1020 – Heat Treatment and Surface Grinding 3

MCHT 1119 – Lathe Operations 1 3

MCHT 1120 – Mill Operations 1 3

MCHT 1219 – Lathe Operations 11 3

MCHT 1220 – Mill Operations 11 3

AMCA 2110 – CNC Fundamentals 3

COMP 1000 – Introduction to Computers 3

Occupational Electives: (3 Credits Minimum)

MCHT 1030 – Applied measurement 3

MCHT 1060 – Welding for Machine Tool 1

MCHT 1510 – Machine Tool Internship 3

MCHT 1520 – Industrial Machine Applications\* 3

MCHT 1530 – Sawing and Drilling 1

Choose *one* of the following:

MCHT 1013 – Machine Tool Math\* 3

MATH 1015 – Geometry and Trigonometry\* 3

\*Prerequisite requirements will apply (see prerequisite page for details).

## CT12 CNC Technology

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	50

#### Program Description:

The CNC Technology program is a sequence of courses that prepares students for careers in the CNC field. Learning opportunities develop academic, technical, and professional knowledge and skills 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 qualification of a CNC technician.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### Program Courses

#### Credits

##### Basic Skills Courses:

EMPL 1000 – Interpersonal Relations and Professional Development	2
ENGL 1010 – Fundamentals of English 1	3

MATH 1012 – Foundations of Mathematics	3
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Occupational Courses:

COMP 1000 – Introduction to Computers	3
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MCHT 1011 – Introduction to Machine Tool	4
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MCHT 1012 – Blueprint for Machine Tool	3
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MCHT 1013 – Machine Tool Math	3
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MCHT 1119 – Lathe Operations I	3
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MCHT 1120 – Mill Operations I	3
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AMCA 2110 – CNC Fundamentals	3
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AMCA 2130 – CNC Mill Manual Programming	5
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AMCA 2150 – CNC Lathe Manual Programming	5
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AMCA 2190 – CAD/CAM Programming	4
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Occupational Electives: (3 Credits Minimum)

MCHT 1030 – Applied Measurement	3
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MCHT 1060 – Welding for Machine Tool	1
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MCHT 1510 – Machine Tool Internship	3
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MCHT 1520 – Industrial Machine Applications	3
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MCHT 1530 – Sawing and Drilling	1
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Choose *one* of the following:

MCHT 1013 – Machine Tool Math	3
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MATH 1015 – Geometry and Trigonometry*	3
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\*Prerequisite requirements will apply (see prerequisite page for details).

**CS51 CNC Specialist**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3Term(s)
Minimum Credit Hours for Graduation:	20

**Program Description:**

The CNC Specialist Technical Certificate of Credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC Fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

AMCA 2110 – CNC Fundamentals	3
AMCA 2130 – CNC Mill Manual Programming	5
AMCA 2150 – CNC Lathe Manual Programming	5
AMCA 2170 – CNC Practical Applications	3
AMCA 2190 – CAD/CAM Programming	4



**LP11 Lathe Operator**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	13

**Program Description:**

The Lathe Operator certificate program prepares students to use lathes, lathe set up, and lathe tool grinding. Emphasis is placed on cutting threads, boring holes to precise measurements, and cutting tapers. Topics include an introduction to machine tool technology, blueprint reading for machine tool, and basic and advanced lathe operations.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

MCHT 1011 – Introduction to Machine Tool	4
MCHT 1012 – Blueprint for Machine Tool	3
MCHT 1119 – Lathe Operations 1	3
MCHT 1219 – Lathe Operations 11	3

**MP11 Mill Operator**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	2 Term(s)
Minimum Credit Hours for Graduation:	13

**Program Description:**

The Mill Operator certificate program teaches students to effectively operate milling machinery. Students become proficient in blueprint reading, general mathematical operations, and are provided the necessary knowledge and skills to obtain employment as a milling machinist.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

MCHT 1011 – Introduction to Machine Tool	4
MCHT 1012 – Blueprint for Machine Tool	3
MCHT 1120 – Mill Operations 1	3
MCHT 1220 – Mill Operations 11	3

## **MA22 Medical Assisting Diploma**

Program Entrance Term:	Fall
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	61

### **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.

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

### **Admission Requirements:**

Minimum Required Age:	17
High School Diploma or GED Required:	Yes

### **Minimum Test Scores:**

#### COMPASS

Reading:	70
English:	32
Numerical:	26

Other conditions for Admission (if any):

Successful completion of the Health Care Assistant (HA21) certificate Medical Coding/Insurance Data

Entry, Medical Front Office, or Phlebotomy Track must be obtained before applying for acceptance into the Medical Assisting Program.

**Program Courses**

**Credits**

Basic Skills Courses:

ENGL 1010 - Fundamentals of English I	3
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MATH 1012 - Foundations of Mathematics	3
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PSYC 1010 - Basic Psychology	3
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Occupational Courses:

ALHS 1011 - Structure and Function of the Human Body	5
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ALHS 1090 - Medical Terminology for Allied Health Sciences	2
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ALHS 1040 - Introduction to Health Care	3
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BUSN 1440 - Document Production	4
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COMP 1000 - Introduction to Computers	3
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MAST 1010 - Legal and Ethical Concerns in the Medical Office	2
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MAST 1030 - Pharmacology in the Medical Office	4
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MAST 1060 - Medical Office Procedures	4
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MAST 1080 - Medical Assisting Skills I	4
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MAST 1090 - Medical Assisting Skills II	4
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MAST 1100 - Medical Insurance Management	2
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MAST 1110 - Administrative Practice Management	3
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MAST 1170 - Medical Assisting Externship	6
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MAST 1180 - Medical Assisting Seminar	3
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MAST 1120 - Human Pathological Conditions in the Medical Office	3
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## **MC71 Medical Coding/Insurance Data Entry Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	29

#### **Program Description:**

The Medical Coding/Insurance Data Entry Specialist technical certificate of credit offers the students an introduction to medical coding. This technical certificate prepares individuals for careers in medical offices and hospitals. The certificate provides the students with the basic anatomy, medical terms, introduction to diseases, computer skills and entry level skills for CPT-4 Coding and ICD-9 CM coding.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

##### **Basic Skills Courses:**

ENGL 1010 - Fundamentals of English I	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

##### **Occupational Courses:**

ALHS 1011 - Structure and Function of the Human Body	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 – Introduction to Computers	3
BUSN 1440 - Document Production	4
MAST 1120 - Human Pathological Conditions in the Medical Office	3
BUSN 1015 - Introduction to Medical Insurance	4
BUSN 2370 - Medical Office Billing/Coding/Insurance	3

## **PN12 Practical Nursing**

### **Diploma**

Program Entrance Term:	Fall/Spring
Minimum Length of Program:	5 Term(s)
Minimum Credit Hours for Graduation:	57

#### **Program Description:**

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

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

#### **Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading: 70

English: 32

Numerical: 26

Other conditions for Admission (if any):

The Practical Nursing program is a competitive admission program and requires other conditions for acceptance. For a complete listing of requirements, please visit

<http://www.savannahtech.edu/academics/health-sciences/> and click on the Practical Nursing program link.

**Program Courses****Credits**

## Basic Skills Courses:

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

## Occupational Courses:

ALHS 1011 – Structure and Function of the Human Body	5
ALHS 1060 - Diet and Nutrition for Allied Health Sciences	2
PNSG 2010 - Introduction to Pharmacology and Clinical Calculations	2
PNSG 2030 – Nursing Fundamentals	6
PNSG 2035 – Nursing Fundamentals Clinical	2
PNSG 2210 - Medical-Surgical Nursing I	4
PNSG 2220 - Medical-Surgical Nursing II	4
PNSG 2230 - Medical- Surgical Nursing III	4
PNSG 2240 - Medical-Surgical Nursing IV	4
PNSG 2310 - Medical-Surgical Nursing Clinical I	2
PNSG 2320 - Medical-Surgical Nursing Clinical II	2
PNSG 2330 - Medical-Surgical Nursing Clinical III	2
PNSG 2340 - Medical-Surgical Nursing Clinical IV	2
PNSG 2250 -Maternity Nursing	3
PNSG 2255 - Maternity Nursing Clinical	1
PNSG 2410 – Nursing Leadership	1
PNSG 2415 – Nursing Leadership Clinical	2



**CN21 Nurse Aide**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	13

**Program Description:**

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

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	No

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

Occupational Courses:

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

## WAJ2 Welding & Joining Technology

### Diploma

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 Term(s)
Minimum Credit Hours for Graduation:	50

#### 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 knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26

#### Program Courses

#### Credits

General Education Core (Required Minimum: 9 Semester Credit Hours)

EMPL 1000 – Interpersonal Relations and Professional Development	2
ENGL 1010 – Fundamentals of English	3

MATH 1012 – Foundations of Mathematics	3
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Occupational Courses:

COMP 1000 – Introduction to Computers	3
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WELD 1000 – Introduction to Welding Technology	3
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WELD 1010 – Oxyfuel Cutting	3
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WELD 1030 – Blueprint Reading for Welding Technology	3
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WELD 1040 – Flat Shielded Metal Arc Welding 1	4
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WELD 1050 – Horizontal shielded Metal Arc Welding	4
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WELD 1060 – Vertical Shielded Metal Arc Welding	4
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WELD 1070 – Overhead Shielded Metal Arc Welding	4
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WELD 1090 – Gas Metal Arc Welding	4
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WELD 1110 – Gas Tungsten Arc Welding	4
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WELD 1120 – Preparation for Industrial Qualification	3
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Choose a minimum of three Credit Hours:

WELD 1020 – Oxyacetylene Welding	2
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WELD 1152 – Pipe Welding	3
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WELD 1153 – Flux Cored Arch Welding	4
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**OSM1 Advanced Shielded Metal Arc Welder**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	12

**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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

WELD 1050 – Horizontal shielded Metal Arc Welding	4
WELD 1060 – Vertical Shielded Metal Arc Welding	4
WELD 1070 – Overhead Shielded Metal Arc Welding	4

## FS31 Basic Shielded Metal Arc Welder

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	10

#### 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.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical	26

#### Program Courses

#### Credits

WELD 1000 – Introduction to Welding Technology	3
WELD 1010 – Oxyfuel Cutting	3
WELD 1040 – Flat Shielded Metal Arc Welding	4

**FC61 Flux Cored Arc Welder**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	13

**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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

WELD 1000 – Introduction to Welding Technology	3
WELD 1010 – Oxyfuel Cutting	3
WELD 1153 – Flux Cored Arc Welding	4

Choose *one* of the following courses:

WELD 1030 – Blueprint Reading for Welding Technology	3
WELD 1040 – Flat Shielded Metal Arc Welding	4
WELD 1090 – Gas Metal Arc Welding	4
WELD 1110 – Gas Tungsten Arc Welding	4
WELD 1152 – Pipe Welding	3



## **GTA1 Gas Tungsten Arc Welder**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s) Minimum
Minimum Credit Hours for Graduation:	13

#### **Program Description:**

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

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

WELD 1000 – Introduction to Welding Technology	3
WELD 1010 – Oxyfuel Cutting	3
WELD 1110 – Gas Tungsten Arc Welding	4

Choose one of the following courses:

WELD 1150 – Advanced Gas Tungsten Arc Welding	3
WELD 1152 – Pipe Welding	3
WELD 1153 – Flux Cored Arc Welding	4
WELD 1030 – Blueprint Reading for Welding Technology	3
WELD 1040 – Flat Shielded Metal Arc Welding	4

**GM31 Gas Metal Arc Welder**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	13

**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.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26

**Program Courses**

**Credits**

WELD 1000 – Introduction to Welding Technology	3
WELD 1010 – Oxyfuel Cutting	3
WELD 1090 – Gas Metal Arc Welding	4

Choose *one* of the following courses:

WELD 1030 – Blueprint Reading for Welding Technology	3
WELD 1040 – Flat Shielded Metal Arc Welding	4
WELD 1152 – Pipe Welding	3
WELD 1153 – Flux Cored Arc Welding	4

## **VSM1 Vertical Shielded Metal Arc Welder**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s) Minimum
Minimum Credit Hours for Graduation:	11-12

#### **Program Description:**

The Vertical Shielded 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.

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26

#### **Program Courses**

#### **Credits**

WELD 1050 – Advanced Gas Tungsten ARC Welding	3
WELD 1060 – Vertical Shielded Metal Arc Welding	4

Choose one of the following courses:

WELD 1040 – Flat Shielded Metal Arch Welding	4
WELD 1153 – Flex Cored Arc Welding	4
WELD 1030 – Blueprint Reading for Welding Technology	3

## CC81 Certified Customer Service Specialist

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	11

#### 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.

#### Admission Requirements:

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### Minimum Test Scores:

##### COMPASS

Reading:	70
English:	32
Numerical:	26
Algebra:	n/a

#### Program Courses

#### Credits

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

## **CM51 Certified Manufacturing Specialist**

### **Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	11

#### **Program Description:**

The Certified Manufacturing Specialist (CMS) Technical Certificate of Credit prepares students for entry-level employment in a manufacturing environment. Topics include organization principles, workplace skills, manufacturing production, automated manufacturing skills, and representative manufacturing skills

#### **Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading:	70
English:	32
Numerical:	26
Algebra:	n/a

#### **Program Courses**

#### **Credits**

AUMF 1520 – Manufacturing Organizational Principles	1
AUMF 1540 – Manufacturing Workforce Skills	2
AUMF 1560 – Manufacturing Production Requirements	1
AUMF 1580 – Automated Manufacturing Skills	3
AUMF 1660 – Representative Manufacturing Skills	4



## **CW11 Certified Warehouse and Distribution Specialist**

### **Technical Certificate of Credit**

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: 1 Term(s)

Minimum Credit Hours for Graduation: 9

#### **Program Description:**

The Certified Warehouse and Distribution Specialist (CWDS) Technical Certificate of Credit Program provides instruction that will allow graduates to function safely and effectively in the warehouse environment. Topics include workforce skills, warehousing and distribution processes, technology skills, and representative warehousing skills.

#### **Admission Requirements:**

Minimum Required Age: 16

High School Diploma or GED Required: Yes

#### **Minimum Test Scores:**

##### **COMPASS**

Reading: 70

English: 32

Numerical: 26

Algebra: n/a

#### **Program Courses**

#### **Credits**

CWDS 1540 – Working in the Warehousing Environment	2
CWDS 1560 – Warehousing Core and Workforce Skills	2
CWDS 1580 – Warehousing and Distribution Process	2
CWDS 1600 – Warehousing Technology Skills	2
CWDS 1620 – Representative Warehouse Skills	1

## CT61 Commercial Truck Driving

### Technical Certificate of Credit

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	9

#### 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 sized and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

#### Admission Requirements:

Minimum Required Age:	18
High School Diploma or GED Required:	No

#### Minimum Test Scores:

##### COMPASS

Reading: 46

English: 15

Numerical: 17

#### Program Courses

#### Credits

CTDL 1010 – Fundamentals of Commercial Driving	3
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CTDL 1020 – Combination Vehicle Basic Operations and Range Work	2
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Choose one of the following two courses

CTDL 1030 – Combination Vehicle Advanced Operations	4
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CTDL 1040 – Commercial Driving Internship	4
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**HA21 Health Care Assistant**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	30

**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 into one of many areas of specialization such as Basic Dental Assisting, Central Sterile Supply Processing Technician, Medical Coding/Insurance Data Entry, Medical Front Office, Phlebotomy, Nurse Aide, and Patient Care Technician.

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

**Admission Requirements:**

Minimum Required Age:	17
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	70
English:	32
Numerical:	26
Algebra:	28* (only for Math 1013)

**Program Courses****Credits**

## Basic Skills Courses:

ENGL 1010 - Fundamentals of English I 3

PSYC 1010 – Basic Psychology 3

MATH 1012 - Foundations of Mathematics 3

OR

MATH 1013 –Algebraic Concepts (3)

## Occupational Courses:

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 Computers 3

MUST COMPLETE 8 to 14 CREDIT HOURS OF OCCUPATIONAL COURSES SELECT (see specializations below) 8 to 14

**Basic Dental Assisting (13)****(Only offered at the Savannah Campus)**

The Basic Dental Assisting specialization tracks to the Dental Assisting diploma program. Additional requirements must be met for acceptance into the Dental Assisting program.

DENA 1050- Dental Microbiology and Infection Control 2

DENA 1080- Dental Biology 5

DENA 1340-Dental Assisting I: General Chair-side 6

**Central Sterile Supply Processing Tech Track (16)****(Only offered at the Savannah Campus)**

The Central Sterile Processing Technician specialization tracks to the Surgical Technology diploma program. Additional requirements must be met for acceptance into the Surgical Technology program.

CSSP 1010 Central Sterile Processing Technician 5

CSSP 1020 Central Sterile Processing Technician Practicum I 6

CSSP 1022 Central Sterile Processing Technician Practicum II	5
<b>Medical Coding/Insurance Data Entry</b>	<b>(14)</b>

**(Offered at the Effingham, Liberty, and Savannah Campuses)**

The Medical Coding/Insurance Data Entry specialization tracks to the Medical Assisting diploma program. Additional requirements must be met for acceptance into the Medical Assisting program.

BUSN 1440 - Document Production	4
MAST 1120 - Human Pathological Conditions	3
BUSN 1015 - Introduction to Medical Insurance	4
BUSN 2370 - Medical Office Billing/Coding and Insurance	3

**Medical Front Office (8)**

**(Offered at the Effingham, Liberty, and Savannah Campuses)**

The Medical Front Office specialization tracks to the Medical Assisting diploma program. Additional requirements must be met for acceptance into the Medical Assisting program.

BUSN 1440 Document Production	4
BUSN 2340 Medical Administrative Procedures	4

**Phlebotomy (8)**

**(Only offered at the Liberty Campus)**

The Phlebotomy specialization tracks to the Medical Assisting diploma program. Additional requirements must be met for acceptance into the Medical Assisting program.

PHLT 1030-Introduction to Venipuncture	3
PHLT 1050-Clinical Practice	5

**Nurse Aide (8)**

**(Offered at the Effingham, Liberty, and Savannah Campuses)**

The Nurse Aide specialization tracks to the Practical Nursing diploma program. Additional requirements must be met for acceptance into the Practical Nursing program.

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

**Patient Care Technician (14)**

**(Offered at the Effingham, Liberty, and Savannah Campuses)**

The Patient Care Technician specialization tracks to the Practical Nursing diploma program. Additional requirements must be met for acceptance into the Practical Nursing program.

ALHS 1060 - Diet and Nutrition for Allied Health Sciences	2
NAST 1100 - Nurse Aide Fundamentals	6
PACT 1100 – Skills for Patient Care	6

**HS21 Health Care Science**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	36

**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 into one of two program areas Surgical Technology and Dental Hygiene.

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

**Admission Requirements:**

Minimum Required Age:	17
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading:	79
English:	62
Algebra:	37

**Program Courses**

**Credits**

General Education Courses:

ENGL 1101 Composition and Rhetoric	3
PSYC 1101 Introductory Psychology	3
Humanities Elective	3
MATH 1100 Quantitative Skills and Reasoning	3
OR	
MATH 1101 Mathematical Modeling	(3)
OR	
MATH 1111 College Algebra	(3)
OR	
MATH 1113 Precalculus	(3)
General Core Science: 6-18 Hrs. Required. Max 24 Hrs. General Core Science and Occupational Courses.	
BIOL 1111 Biology I	3
BIOL 1111L Biology Lab I	1
BIOL 1112 Biology I	3
BIOL 1112L Biology Lab II	1
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
CHEM 1211L Chemistry Lab I	1
CHEM 1212 Chemistry II	3
CHEM 1212L Chemistry Lab II	1
PHYS 1110 Conceptual Physics	3



PHYS 1110L Conceptual Physics Lab	1
COMP 1000 Introduction to Computers	3
MATH 1127 Introduction to Statistics	3
SPCH 1101 Public Speaking	3

Occupational Courses: 6-18 Hrs Required. Max 24 Hrs Occupational and General Core Courses.

### **Surgical Technology Specialization (6)**

#### **(Only offered at the Savannah Campus)**

The Surgical Technician specialization tracks to the Surgical Technology degree program. Additional requirements must be met for acceptance into the Surgical Technology program.

ALHS 1090 Medical Terminology	2
SURG 1080 Surgical Microbiology	2
SURG 1100 Surgical Pharmacology	2

### **Dental Hygiene (6)**

#### **(Only offered at the Savannah Campus)**

The Dental Hygiene specialization tracks to the Dental Hygiene degree program. Additional requirements must be met for acceptance into the Dental Hygiene program.

DHYG 1000 Tooth Anatomy and Root Morphology	2
DHYG 1020 Head & Neck Anatomy	2
DHYG 2110 Biochemistry and Nutritional Fundamentals	2

**PT21 Phlebotomy Technician**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall/Spring/Summer
Minimum Length of Program:	3 Term(s)
Minimum Credit Hours for Graduation:	24

**Program Description:**

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

Note: Criminal background check and drug screen may be required based on the requirements for participation in clinical experiences.

**Admission Requirements:**

Minimum Required Age:	18
High School Diploma or GED Required:	Yes

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

**Program Courses**

**Credits**

Basic Skills Courses:

ENGL 1010 - Fundamentals of English I	3
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Occupational 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 Computers	3
PHLT 1030 - Introduction to Venipuncture	3
PHLT 1050 - Clinical Practice	5

**MA31 Masonry Apprentice**  
**Technical Certificate of Credit**

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	1 Term(s)
Minimum Credit Hours for Graduation:	12

**Program Description:**

This program is designed to train students for entry level positions in the masonry field. Students will learn how to mix mortar and cement, lay brick and block to the line, point and caulk, as well as identify the various brick bonds and patterns.

**Admission Requirements:**

Minimum Required Age:	16
High School Diploma or GED Required:	No

**Minimum Test Scores:**

COMPASS

Reading: 70

English: 32

Numerical: 26

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
MSNR 1005 – Introduction to Masonry and Basic Bricklaying	4
MSNR 1010 – Masonry Applications I	4
MSNR 1020 – Masonry Applications II	4

## COURSE DESCRIPTIONS

*Opposite each course title is the number of semester credit hours awarded for successful completion of the course.*

### 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.

Pre-requisites: Advisor Approval Program Admission

Co-requisites: None

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 or 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.

Pre-requisites: Instructor approval for Provisional Students and

ACCT 1100 - Financial Accounting I

Co-requisites: None

ACCT 1110 - 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.

Pre-requisites: All Required

ACCT 1105 - Financial Accounting II

Co-requisites: None

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.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

ACCT 1100 - Financial Accounting

Co-requisites: None

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.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

### 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.

Pre-requisites: All Required

ACCT 1100 - Financial Accounting I

Co-requisites: None

## 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 the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

### 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.

Pre-requisites: None

Co-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

### 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.

Pre-requisites: None

Co-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

ACRP 1005 - Automobile Component Repair and Replacement

### 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.

Pre-requisites: All Required

Program Admission

Co-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

### ACRP 1018 - Mechanical and Electrical Systems

(4)

This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

Pre-requisites: All Required

Program Admission

Co-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

ACRP 1010 - Foundations of Collision Repair

#### 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.

Pre-requisites: All Required

Program Admission

Co-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

ACRP 2000 - Introduction to Refinishing

#### 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.

Pre-requisites: None

Co-requisites: All Required

ACRP 2005 - Fundamentals of Refinishing I

#### ACRP 2009 - Refinishing Internship (3)

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.

Pre-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

Co-requisites: All Required

ACRP 2005 - Fundamentals of Refinishing I

ACRP 2008 - Fundamentals of Refinishing II

#### 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.

Pre-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

Co-requisites: All Required

ACRP 1005 - Automobile Component Repair and Replacement

#### 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.

Pre-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

Co-requisites: All Required

ACRP 2010 - Major Collision Repair

#### ACRP 2019 - Major Collision Repair Internship (3)

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.

Pre-requisites: All Required

ACRP 1000 - Introduction to Auto Collision Repair

Co-requisites: All Required

ACRP 2010 - Major Collision Repair

ACRP 2015 - Major Collision Replacements

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### AIRC 1010 - Refrigeration Principles and Practices

(4)

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

Pre-requisites: None

Co-requisites: One Required

AIRC 1005 - Refrigeration Fundamentals

#### 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.

Pre-requisites: All Required

AIRC 1005 - Refrigeration Fundamentals

Co-requisites: None

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

AIRC 1030 - HVACR Electrical Fundamentals

Co-requisites: None

#### AIRC 1050 - HVACR Electrical Components and Controls

(4)

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.



Pre-requisites: None  
Co-requisites: All Required  
AIRC 1030 - HVACR Electrical Fundamentals

AIRC 1060 - Air Conditioning Systems Application and Installation (4)

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

Pre-requisites: None  
Co-requisites: All Required  
AIRC 1010 - Refrigeration Principles and Practices  
AIRC 1030 - HVACR Electrical Fundamentals

AIRC 1070 – Gas Heat (4)

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Pre-requisites: All Required  
AIRC 1030 - HVACR Electrical Fundamentals  
Co-requisites: None

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, valves, and troubleshooting techniques.

Pre-requisites: All Required  
AIRC 1010 - Refrigeration Principles and Practices  
AIRC 1030 - HVACR Electrical Fundamentals  
Co-requisites: None

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 troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

Pre-requisites: All Required  
AIRC 1010 - Refrigeration Principles and Practices  
AIRC 1030 - HVACR Electrical Fundamentals  
Co-requisites: None

AIRC 2005 - Design and Application of Light Commercial Air Conditioning (3)

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.

Pre-requisites: All Required  
AIRC 1090 - Troubleshooting Air Conditioning Systems  
Co-requisites: None

AIRC 2010 - Light Commercial Air Conditioning Control Systems (3)

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.

Pre-requisites: All Required  
AIRC 1090 - Troubleshooting Air Conditioning Systems  
Co-requisites: All Required  
AIRC 1090 - Troubleshooting Air Conditioning Systems

AIRC 2020 - Light Commercial Air Conditioning Systems Operation (5)

Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations, refrigeration components, energy management, codes, and safety.

Pre-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

#### AIRC 2040 - Residential Systems Designs (5)

Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.

Pre-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

#### AIRC 2050 - Georgia State and Local Residential Air Conditioning Codes (3)

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.

Pre-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

#### AIRC 2060 - Air Distribution Systems for Residential Air Conditioning (3)

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.

Pre-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

#### AIRC 2070 - Commercial Refrigeration Design (3)

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.

Pre-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

#### AIRC 2080 - Commercial Refrigeration Application (5)

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.

Pre-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

#### AIRC 2090 - Troubleshooting and Servicing Commercial Refrigeration (3)

Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: System clearing, troubleshooting procedures, replacement of components, and safety.

Pre-requisites: All Required

AIRC 1090 - Troubleshooting Air Conditioning Systems

Co-requisites: All Required

## **ALHS Allied Health Science**

### **ALHS 1010 - Introduction to Anatomy and Physiology (4)**

Provides a study of medical terminology and the basic study of structure and function of the human body. It provides an overview of the functions of each body system and the medical terminology associated with each system. This course is intended for students in non-medical programs and is designed to provide medical terminology and basic knowledge of anatomy and physiology.

Pre-requisites Regular Admission

Co-requisites: None

### **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.

Pre-requisites

Regular Admission

Co-requisites: None

### **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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

### **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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

## **AMCA Advanced Machine Tool**

### **AMCA 2110 - CNC Fundamentals (3)**

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.

Pre-requisites: All Required

Provisional Admission

MCHT 1011 - Introduction to Machine Tool

MCHT 1012 - Blueprint for Machine Tool

MCHT 1013 - Machine Tool Math

Co-requisites: None

### **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.

Pre-requisites: All Required

AMCA 2110 - CNC Fundamental  
Co-requisites: None

AMCA 2150 CNC Lathe Manual Programming (5)

Provides instruction for the safe operation and manual programming of computer numerical (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

Pre-requisites: All Required  
AMCA 2110- CNC Fundamental  
Co-requisites: None

AMCA 2170- CNC Practical Applications (3)

Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC programming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing

Pre-requisites: All-Required  
AMCA 2110- CNC Fundamentals  
AMCA 2130- CNC Mill Manual Programming  
AMCA 2150- CNC Lathe Manual Programming  
Co-requisites: None

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.

Pre-requisites: All Required  
AMCA 2110- CNC Fundamentals  
AMCA 2130- CNC Mill Manual Programming  
AMCA 2150- CNC Lathe Manual Programming  
Co-requisites: All Required

## **ASTT Aircraft Structural Technology**

ASTT 1010- Basic Blueprint Reading (4)

This course introduces basic blueprint reading. Emphasis will be placed on reading and interpreting blueprints found in a manufacturing environment. Topics include: lines and symbols, orthographic drawings, views, material, form and position, title blocks, sketching, features, and sections.

Pre-requisites- All Required  
Provisional Admission  
Co-requisites- None

ASTT 1020- Aircraft Blueprint Reading (3)

This course introduces aerospace specific blueprint information which builds on a basic knowledge of blueprint terminology and symbols. Topics included: dimensioning standards and practices, blueprint components, interpretation of reference planes and coordinate systems, engineering numbering and revision system, body/field of the drawing, detail drawings, configured / method / undimensioned drawings.

Pre-requisites- None  
Co-requisites- All Required  
ASTT1010 Basic Blueprint Reading

ASTT 1030- Structural Fundamentals (6)

Introduces the fundamental concepts required in aerospace structural manufacturing and repair. Emphasis is placed on safety, quality, and precision. Topics include: safety, flat pattern layout, quality standards, fasteners, hand tools, and precision measuring instruments.

Pre-requisites: All Required

Provisional Admission

Co-requisites: All Required

ASTT1010- Basic Blueprint Reading

ASTT 1040-Structural Layout and Fabrication (5)

Continues the development of knowledge and skills required to perform basic aerospace layout and fabrication. Emphasizes the safe use of stationary equipment. Topics include: machine safety, stationary equipment, bend allowance, fasteners layout, parts fabrication, special fasteners, and geometric functions.

Pre-requisites: All Required

ASTT1010- Basic Blueprint Reading

ASTT 1030- Structural Fundamentals

Co-Requisites: All Required

ASTT1020- Aircraft Blueprint Reading

ASTT 1050- Aerospace Quality Management (3)

Introduces the student to the concept of Aerospace Quality Management Systems used in the American workplace. Topics include: History of quality management, principles of quality, tools used in quality systems, quality team building.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

ASTT 1070- Aerodynamics (2)

This course presents the theory of flight and aircraft design as it applies to the manufacturing and repair process. Topics include: terminology, theory of flight, structural design, control surfaces, and stress and fatigue.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

ASTT 1090- Composites and Bonded Structures (4)

Emphasizes the development of knowledge and skills necessary to fabricate and repair bonded and composite aircraft parts. Topics include: safety, terms, classification and characteristics, inspection techniques, and application.

Pre-requisites: None

Co-requisites: All Required

ASTT 1040- Structural Layout and Fabrication

ASTT 1100- Sealants (2)

Provides instruction in the surface preparation, application, and safe handling of sealants used in the aerospace structures repair and manufacturing industry. Topics include: safety; surface preparation; sealants application; sealants shelf life; sealants cure times; and sealants removal.

Pre-requisites: All Required

Provisional Admission

Co-requisites: All Required

ASTT 1030- Structural Fundamentals

ASTT 1110- Corrosion Control (5)

Emphasizes on development of knowledge and skills necessary to assess damage to corrosion and take corrective action. Topics include: safety; corrosion theory; corrosion types; corrosion removal, repair, and treatment; and corrosion prevention.

Pre-requisites: None

Co-requisites: All Required

ASTT 1040- Structural Layout and Fabrication

ASTT 1120- Aircraft Metallurgy

(4)

Introduces the types of metals used in aircraft construction and provides a study of their properties and working characteristics. Topics include: safety, types of metals, properties of metals, methods of identification, heat treatment, temper designations, and working characteristics.

Pre-requisites: All Required

ASTT 1040- Structural Layout and Fabrication

MATH 1012- Foundations of Mathematics

Co-requisites: None

ASTT 1180- Aircraft Technical Publications

(3)

Continues the study of aircraft technical publications found in the manufacturing and repair process. Research skills necessary to locate information in technical publications will be emphasized. Topics include: document control numbers; technical publications; instructional repair manuals; aircraft transport association (ATA) codes; technical orders; tech order system, general; tech order, aircraft specific; and industry specific manuals.

Pre-requisites: All Required

ASTT1020- Aircraft Blueprint Reading

Co-requisites: All Required

ENGL 1010- Fundamentals of English I

## **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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

AUTT 1020 - Automotive Electrical Systems

(7)

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

Pre-requisites: None

Co-requisites: All Required

AUTT 1010 - Automotive Technology Introduction

AUTT 1030 - Automotive Brake Systems

(4)

Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

Pre-requisites: None

Co-requisites: All Required

AUTT 1010 - Automotive Technology Introduction

AUTT 1040 - Automotive Engine Performance

(7)

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

Pre-requisites: All Required

AUTT 1020 – Automotive Electrical Systems

Co-requisites: None

#### AUTT 1050 - Automotive Suspension and Steering Systems (4)

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

Pre-requisites: None

Co-requisites: All Required

AUTT 1010 - Automotive Technology Introduction

#### AUTT 1060 – Automotive Climate Control Systems (5)

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

Pre-requisites: All Required

AUTT 1020 - Automotive Electrical Systems

Co-requisites: None

#### 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 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.

Pre-requisites: All Required

AUTT 1010 - Automotive Technology Introduction

AUTT 1020 - Automotive Electrical Systems

AUTT 1030 - Automotive Brake Systems

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: All Required

AUTT 1010 - Automotive Technology Introduction

#### AUTT 2020 - Automotive Manual Drive Train and Axles (4)

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant- velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive

component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

Pre-requisites: None

Co-requisites: All Required

AUTT 1010 - Automotive Technology Introduction

AUTT 2030 - Automotive Automatic Transmissions & 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.

Pre-requisites: All Required

AUTT 1020 - Automotive Electrical Systems

Co-requisites: None

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).

Pre-requisites: All Required

AUTT 1020 - Automotive Electrical Systems

Department Head Approval

Co-requisites: None

## **AVMT Aviation Maintenance Technology**

AVMT 1000 – Aviation Mathematics (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 1010 – Aircraft Maintenance Regulations (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 1020 – Aircraft Applied Sciences I (FAA approved course) (5)

Provides students with the fundamentals of aircraft materials and processes, ground operations and servicing, and aircraft cleaning and corrosion control.

Pre-requisites: All Required

Program Admission

Co-requisites: None



AVMT 1025 – Aircraft Applied Sciences II (FAA approved course) (4)

Provides students with the fundamentals of aircraft drawings, weight and balance, and fluid lines and fittings.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 1030 – Aircraft Electricity and Electronics (FAA approved course) (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. 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.

Pre-requisites: None

Co-requisites: All Required

AVMT 1000 – Aviation Mathematics

AVMT 1210 – Aviation Physics (FAA approved course) (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.

Pre-requisites: None

Co-requisites: All Required

AVMT 1000 – Aviation Mathematics

AVMT 2011 – Aircraft Wood Structures, Coverings, and Finishes (FAA approved course) (1)

This course presents a survey of aircraft airframe structures used in various aircraft. Topics include: wood structures, aircraft coverings, and aircraft finishes.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2020 – Airframe Sheet Metal (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2025 – Airframe Non-Metallic Structures (FAA approved course) (2)

Provides a study of non-metallic tube and riveted sheet monocoque and 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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2030 – Airframe Welding (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2040 – Airframe Assembly and Rigging (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2050 – Airframe Inspection (FAA approved course) (4)

This course provides instruction for performing airframe inspections with emphasis on developing the skill related to conformity and air worthiness evaluations. Topics include: perform airframe conformity inspections, and perform airframe air worthiness inspection.

Pre-requisites: None

Co-requisites: All Required

AVMT 1010 – Aircraft Maintenance Regulations

AVMT 1020 – Aircraft Applied Science I

AVMT 1025 – Aircraft Applied Science II

AVMT 2011 – Aircraft Wood Structures, Coverings, and Finishes

AVMT 2060 – Aircraft Hydraulic and Pneumatic Systems (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2070 – Aircraft Landing Gear Systems (FAA approved course) (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 retractions systems and shock struts; inspect, check, service, and repair brakes, wheels, and tires; and inspect, check, service, and repair steering systems.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2080 – Aircraft Environmental Control Systems (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2085 – Aircraft Fuel and Instrument Systems (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2090 – Aircraft Electrical Systems (FAA approved course) (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.

Pre-requisites: None

Co-requisites: All Required

AVMT 1030 – Aircraft Electricity and Electronics

AVMT 2095 – Aircraft Communication and Navigation Systems (FAA approved course) (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, ILD, LORAN, radar beacon transponders, flight management computers, and GPWS; and inspect and repair antenna and electronic equipment installations.

Pre-requisites: None

Co-requisites: All Required

AVMT 1030 – Aircraft Electricity and Electronics

AVMT 2210 – Reciprocating Engine Powerplants I (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2220 – Reciprocating Engine Powerplants II (FAA approved course) (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 airworthiness inspection.

Pre-requisites: None

Co-requisites: All Required

AVMT 2210 – Reciprocating Engine Powerplant I

AVMT 2230 – Gas Turbine Powerplant I (FAA approved course) (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVMT 2240 – Gas Turbine Powerplant II (FAA approved course) (3)

This course continues a study of the fundamentals and evolution of the jet engine and jet propulsion. Topics include: overhauls 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 airworthiness inspection.

Pre-requisites: None

Co-requisites: All Required  
AVMT 2230 – Gas Turbine Powerplant I

AVMT 2260 – Aircraft Engine Fuel and Fuel Metering Systems (FAA approved course) (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; and repair engine fuel metering system components.

Pre-requisites: All Required  
Program Admission  
Co-requisites: None

AVMT 2270 – Powerplant Instruments, Fire Protection, and Electrical Systems (3)  
(FAA approved course)

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 rpm 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.

Pre-requisites: All Required  
AVMT 1030 – Aircraft Electricity and Electronics  
Co-requisites: None

AVMT 2275 – Powerplant Ignition and Starting Systems (FAA approved course) (4)

This course provides a study of powerplant ignition and starting systems. Topics include: overhauls 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.

Pre-requisites: All Required  
AVMT 1030 – Aircraft Electricity and Electronics  
Co-requisites: None

AVMT 2280 – Aircraft Powerplant Accessory Systems (FAA approved course) (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 inductions systems; inspect and maintain aircraft engine cooling systems; and inspect and maintain aircraft engine exhaust systems.

Pre-requisite: All Required  
AVMT 2210 – Reciprocating Engine Powerplants I  
AVMT 2230 – Gas Turbine Powerplants I  
Co-requisite: None

AVMT 2285 – Aircraft Propeller Systems (FAA approved course) (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.

Pre-requisites: All Required  
AVMT 2210 – Reciprocating Engine Powerplants I  
Co-requisites: None

## **AVUT Aircraft Upholstery and Trim**

AVUT 1010- Introduction to Aircraft Interiors (3)

Introduces business aviation. Interior completion methods, processes and safety standards are also discussed.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVUT 1020- CAITA, Blueprints, and Manufacturing Information (3)

Develops skills to read and interpret drawings, design packages, industry standards, manufacturing and process specifications on paper and electronic formats used in aircraft completions. Introduces students to learn manufacturing concepts and 6S.

Pre-requisites: All Required

AVUT 1010 – Introduction to Aircraft Interiors

Co-requisites: All Required

AVUT 1030- Floor Coverings and Trim Fabrication (4)

Develops skills to fabricate and install aircraft flooring, trims, and headliners used in aircraft interior completions. Materials used include carpets, vinyl, and cloth.

Pre-requisites: All Required

Program Admission

Co-requisites: None

AVUT 1040- Aircraft Seating Fabrication (4)

Develops a wide skill set of skills including sewing, fabricating, and upholstering cushions. Disassembly and reassembly of aircraft seats are discussed. Basic mechanical, electrical and sheet metal skills used in the seating fabrication processes are practiced.

Pre-requisites: All Required

Program Admission

Co-requisites: None

**BARB Barbering**

BARB 1000 - Introduction to Barber/Styling Implements (3)

Introduction to Barber/Styling Implements is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology (3)

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

Pre-requisites: All Required

BARB 1000 - Introduction to Barber/Styling Implements

Co-requisites: All Required

ENGL 1010 - Fundamentals of English I

BARB 1000 - Introduction to Barber/Styling Implements

BARB 1020 - Introduction to Haircutting and Shampooing (5)

Introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include: preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques, shampoo chemistry, patron preparation, and shampoo procedures.

Pre-requisites: All Required

BARB 1000 - Introduction to Barber/Styling Implements

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology  
Co-requisites: All Required  
EMPL 1000 - Interpersonal Relations and Professional Development  
BARB 1000 - Introduction to Barber/Styling Implements  
BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology

BARB 1030 - Haircutting/Basic Styling (3)

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques.

Pre-requisites: All Required  
BARB 1020 - Introduction to Haircutting and Shampooing  
Co-requisites: All Required  
BARB 1020 - Introduction to Haircutting and Shampooing

BARB 1040 – Shaving (2)

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

Pre-requisites: All Required  
BARB 1020 - Introduction to Haircutting and Shampooing  
Co-requisites: All Required  
BARB 1020 - Introduction to Haircutting and Shampooing

BARB 1050 - Science: Anatomy and Physiology (3)

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

Pre-requisites: All Required  
BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology  
Co-requisites: None

BARB 1060 - Introduction to Color Theory/Color Application (3)

Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

Pre-requisites: All Required  
Program Admission  
Co-requisites: All Required  
MATH 1012 - Foundations of Mathematics

BARB 1070 - Chemical Restructuring of Hair (5)

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Provide instructions in the applications of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

Pre-requisites: All Required  
BARB 1050 - Science: Anatomy and Physiology  
Co-requisites: All Required  
MATH 1012 - Foundations of Mathematics

BARB 1080 - Advanced Haircutting/Styling (5)

Continues the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, and thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; hair chemical texturizing/styling; permanent waving/styling; shaving techniques; and beard trimming.

Pre-requisites: All Required  
BARB 1030 - Haircutting/Basic Styling  
BARB 1040 - Shaving  
BARB 1070 - Chemical Restructuring of Hair  
Co-requisites: None

**BARB 1090 - Structures of Skin, Scalp, Hair and Facial Treatments**

(3)

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized. Emphasis will be placed on work with live models. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, disease and disorders, implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

Pre-requisites: All Required

BARB 1050 - Science: Anatomy and Physiology

Co-requisites: None

**BARB 1100 - Barber/Styling Practicum and Internship**

(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 requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include: haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

Pre-requisites: All Required

BARB 1080 - Advanced Haircutting/Styling

Co-requisites: All Required

BARB 1080 - Advanced Haircutting/Styling

**BARB 1110 - Shop Management/Ownership**

(3)

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

Pre-requisites: All Required

BARB 1080 - Advanced Haircutting/Styling

Co-requisites: All Required

BARB 1080 - Advanced Haircutting/Styling

BIOL Biology

BIOL 1111 - Biology I

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, and biotechnology.

Pre-requisites: Regular Admission

Co-requisites: All Required

BIOL 1111L - Biology Lab I

**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 and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

Pre-requisites: Regular Admission

Co-requisites: All Required

ENGL 1101 - Composition and Rhetoric

BIOL 2113L - Anatomy and Physiology Lab I

**BIOL 2113L - Anatomy and Physiology Lab I**

(1)

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

Pre-requisites

Regular Admission

Co-requisites: All Required

BIOL 2113 - Anatomy and Physiology I ENGL 1101 - Composition and Rhetoric

**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.

Pre-requisites: All Required

BIOL 2113 - Anatomy and Physiology I  
BIOL 2113L - Anatomy and Physiology Lab I  
Co-requisites: All Required  
BIOL 2114L - Anatomy and Physiology Lab II

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.

Pre-requisites: All Required

BIOL 2113 - Anatomy and Physiology I

BIOL 2113L - Anatomy and Physiology Lab I

Co-requisites: All Required

BIOL 2114 - Anatomy and Physiology II

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.

Pre-requisites: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L

Co-requisites: All Required

BIOL 2117L - Introductory Microbiology Lab

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.

Pre-requisites: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L

Co-requisites: All Required

BIOL 2117 - Introductory Microbiology

## **BUSN Business Administrative Technology**

BUSN 1015 – Introduction to Medical Insurance (4)

This course is designed to increase efficiency and streamline administrative procedures for insurance coding and billing. Topics include documentation in the medical record, diagnostic code selections, types of insurance, Medicare compliance policies related to documentation in the medical record, diagnostic code selections, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPPA and other compliance regulations.

Pre-requisites: All Required

ALHS 1090 Medical Terminology for Allied Health Sciences

Co-requisites: All Required

ALHS 1011 Structure and Function of the Human Body

BUSN 1100 – Introduction 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 a 3-minute timings with no more than 3 errors.

Pre-requisites: None

Co-requisites: None

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 computer-generated charts, graphs, and diagrams.

Pre-requisites: All Required

COMP 1000 – Introduction to Computers

Co-requisites: None

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.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

#### 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.

Pre-requisites: All Required

ENGL 1010 - Fundamentals of English I

COMP 1000 - Introduction to Computers

BUSN 1440 - Document Production

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### BUSN 1220 - Telephone Training

(2)

Familiarizes the student with the proper use of current telephone technology to include equipment, techniques, and attributes.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites

COMP 1000 - Introduction to Computers

Co-requisites: None

#### 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.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

#### BUSN 1420 - Database Applications

(4)

This course covers the knowledge and skills required to use database management software through course demonstrations,

laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

#### 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.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

#### 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.

Pre-requisites: BUSN 1100 or the ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors

Co-requisites: All Required

COMP 1000 - Introduction to Computers

#### 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.

Pre-requisites: All Required

Program Admission

COMP 1000 - Introduction to Computers

Co-requisites: None

#### 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.

Pre-requisites: All Required

Program Admission

COMP 1000 - Introduction to Computers

Co-requisites: None

#### 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.

Pre-requisites

BUSN 1100--Introduction to Keyboarding or the ability to key 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

Co-requisites: None

#### 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.

Pre-requisites

ENGL 1010 OR ENGL 1101

Co-requisites: All Required  
BUSN 1440 - Document Production

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.

Pre-requisites: All Required  
Program Admission  
Co-requisites: None

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.

Pre-requisites: All Required  
BUSN 1240 - Office Procedures  
BUSN 1400 - Word Processing Applications  
BUSN 1410 - Spreadsheet Concepts and Applications  
BUSN 1440 - Document Production  
Co-requisites: BUSN 2200 or ACCT 1101ACCT  
1100 - Financial Accounting I  
BUSN 2190 - Business Document Proofreading and Editing

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.

Pre-requisites: All Required  
BUSN 1230 - Legal Terminology Co-requisites: All Required  
BUSN 1440 - Document Production

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.

Pre-requisites: All Required  
BUSN 1240 - Office Procedures  
Co-requisites: None

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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.  
Co-requisites: None

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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.  
Co-requisites: None

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.

Pre-requisites: All Required

Program Admission  
Co-requisites: None

**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.

Pre-requisites: All Required  
Program Admission  
Co-requisites: None

**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.

Pre-requisites: BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310  
ENGL 1010 - Fundamentals of English I BUSN 1440 - Document Production  
Co-requisites: None

**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.

Pre-requisites: All Required  
BUSN 2320 - Medical Document Processing/Transcription  
Co-requisites: None

**BUSN 2340 - Medical Administrative Procedures (4)**

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

Pre-requisites  
BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011 COMP 1000 - Introduction to Computers  
BUSN 1440 - Document Production  
Co-requisites: None

**BUSN 2350 - Computerized Medical Office Skills (2)**

This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of the medical administrative and electronic health record, and computerized office management. Topics include: electronic health information management, electronic data interchange, coding standards, medical record and office management software, point of entry data entry, electronic coding from medical records, speed data entry in processing medical records, analysis of records to improve patient care, confidentiality, release of information, security of electronic health record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation and HIPAA security.

Pre-requisites: ALHS 1090 or BUSN 2300 and ALHS 1010 or ALHS 1011 or BUSN 2310  
COMP 1000 - Introduction to Computers  
BUSN 1440 - Document Production  
Co-requisites: None

**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.

Pre-requisites: ALHS 1010 or ALHS 1011 or BUSN 2310 and ALHS 1090 or BUSN 2300

BUSN 2320 - Medical Document Processing/Transcription

ENGL 1010 - Fundamentals of English I BUSN 1440 - Document Production

Co-requisites: None

#### **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.

Pre-requisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011

Co-requisites: None

#### **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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

#### **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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements

Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

## **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 on-site laboratory practice. Topics include: zoning restrictions and codes, batter board installation, builder's level, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, soil testing and excavation.

Pre-requisites: None

Co-requisites: All Required

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

#### **CARP 1103 - Luxury Craft Cabinet Materials and Fasteners (2)**

Identification of common materials and their applications used in the construction of interior arrangements for various luxury aircraft and boats. Topics include: wood and manufactured products, finishing materials, and fasteners.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### **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.

Pre-requisites: None

Co-requisites: All Required

COFC 1020 - Professional Tool Use and Safety  
COFC 1030 - Materials and Fasteners  
COFC 1050 - Construction Print Reading Fundamentals

CARP 1106 - Print Reading for Luxury Craft Cabinet Making (3)

The course is designed to give students basic skills in reading and interpreting aircraft cabinet blueprints and drawing. Topics include: identification of the various types of blueprints and drawings, identifying the different views and lines, sketching, and blueprint and drawing specifications.

Pre-requisites: All Required

CARP 1103 - Luxury Cabinet Materials and Fasteners

Co-requisites: None

CARP 1107 - Luxury Craft Cabinetmaking (5)

The course provides instruction in the fundamental procedures used in luxury craft and aircraft cabinet design, construction, assembly, and installation. Topics include: tool use safety, cabinet base unit, wall unit, face frame assembly, and door and drawer assembly.

Pre-requisites: None

Co-requisites: None

CARP 1110 - Ceiling and Roof Framing and Covering (6)

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.

Pre-requisites: None

Co-requisites: All Required

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

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.

Pre-requisites: None

Co-requisites: All Required

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

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.

Pre-requisites: None

Co-requisites: All Required

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

COFC 1050 - Construction Print Reading Fundamentals

CARP 1320 - Site Development, Concrete Forming, and Rigging and Reinforcing (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.

Pre-requisites: None

Co-requisites: All Required

COFC 1020 - Professional Tool Use and Safety

COFC 1030 - Materials and Fasteners

## **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.

Pre-requisites: One Required

MATH 1111 - College Algebra

MATH 1101 - Mathematical Modeling

Co-requisites: All Required

CHEM 1151L - Survey of Inorganic Chemistry Lab

### **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.

Pre-requisites: One Required

MATH 1111 - College Algebra

MATH 1101 - Mathematical Modeling

Co-requisites: All Required

CHEM 1151 - Survey of Inorganic Chemistry

### **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.

Pre-requisites: One Required

MATH 1101 – Mathematical Modeling

MATH 1111 – College Algebra

Co-Requisites: All Required

CHEM 1211L – Chemistry Lab I

### **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.

MATH 1101 – Mathematical Modeling

MATH 1111 – College Algebra

Co-Requisites: All Required

CHEM 1211 – Chemistry I

## **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.

Pre-requisites: None

Co-requisites: None

### **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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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, Data retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

CIST 1001 - Computer Concepts

Co-requisites: None

#### 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 four logic structures, file processing concepts, and arrays.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### CIST 1601 - Information Security Fundamentals (3)

This course provides a broad overview of information security. It covers terminology, history, security systems developments and implementation. Student will also cover the legal, ethical, and professional issues in information security.

Pre-requisites: None

Co-requisites: None

#### CIST 2126 - Comprehensive Presentations and E-Mail Techniques (4)

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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

CIST 2412 - Microsoft Server Directory Services

(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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

CIST 2413 - Microsoft Server Infrastructure

(4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services. Pre-requisites: All Required Program Admission

Co-requisites: None

CIST 2414 - Microsoft Server Administrator

(4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure. Pre-requisites: All Required Program Admission

Co-requisites: None

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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

CIST 2432 - UNIX/Linux Server

Co-requisites: None

#### 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.

Pre-requisites: All Required

CIST 2431 - UNIX/Linux Introduction

Co-requisites: None

#### CIST 2441 - Cisco Networking for Home and Small Businesses

(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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP

(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.

Pre-requisites: All Required

CIST 2441 - Cisco Networking for Home and Small Businesses

Co-requisites: None

#### 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.

Pre-requisites: All Required  
CIST 2441 - Cisco Networking for Home and Small Businesses  
Co-requisites: None

CIST 2444 - Cisco Designing and Supporting Computer Networks (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.

Pre-requisites: All Required  
CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP  
CIST 2443 - Cisco Routing and Switching  
Co-requisites: None

#### CIST 2451 - Cisco Network Fundamentals

(4)

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### CIST 2452 - Cisco Routing Protocols and Concepts

(4)

The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

Pre-requisites: All Required

CIST 2451 - Cisco Network Fundamentals

Co-requisites: None

#### CIST 2453 - Cisco LAN Switching and Wireless

(4)

The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

Pre-requisites: All Required

CIST 2451 - Cisco Network Fundamentals

Co-requisites: None

#### CIST 2454 - Cisco Accessing the WAN

(4)

Provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting.

Pre-requisites: All Required

CIST 2452 - Cisco Routing Protocols and Concepts

CIST 2453 - Cisco LAN Switching and Wireless

Co-requisites: None

#### 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.

Pre-requisites: All Required

CIST 1305 - Program Design and Development

Co-requisites: None

## **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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

#### 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.

Pre-requisites: All Required

CMTT 2010 - Residential Estimating Review

Co-requisites: None

#### 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.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

#### CMTT 2170 - Construction Contracting (4)

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.

Pre-requisites: All Required

CMTT 2130 - Computerized Construction Scheduling

Co-requisites: None

## 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.

Pre-requisites: None

Co-requisites: None

#### COFC 1011 – Overview of Building Construction Practices (2)

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 and construction specialties.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

## **COLL College Skills**

COLL 0989 – Fast Pass for College Success

(4)

This course is part of the Fast Pass program for new learning support students. The purpose of the Fast Pass program is to equip students for college success and to develop their skills in reading, writing, and math in preparation for retesting in COMPASS. Students in this course review their math, reading and English skills using MyFoundations Lab. Fast Pass College Success provides students with tools 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 and Career Exploration.

Pre-requisites: None

Co-requisites: None

## **COMP Introduction to Computers**

COMP 1000 - Introduction to Computers

(3)

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

Pre-requisites: Provisional Admission

Co-requisites Provisional Admission.

## **COSM Cosmetology**

COSM 1000 - Introduction to Cosmetology Theory

(4)

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

Pre-requisites: All Required

Program Admission

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1020 - Hair Care and Treatment (2)

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.

Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

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.

Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1040 - Styling (3)

Introduces the fundamental theory and skills required to create shapings, pin curls, finger waves, 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, finger waves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

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, hair color challenges, corrective solutions, and special effects. Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

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.

Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

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).

Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1080 - Cosmetology Practicum I (4)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Pre-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory



COSM 1010 - Chemical Texture Services COSM 1020 - Hair Care and Treatment COSM 1030 - Haircutting  
COSM 1040 - Styling  
COSM 1050 - Hair Color  
COSM 1060 - Fundamentals of Skin Care  
COSM 1070 - Nail Care and Advanced Techniques  
Co-requisites: None

COSM 1090 - Cosmetology Practicum II (4)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

Pre-requisites: None

Co-requisites: All Required

COSM 1080 - Cosmetology Practicum I

COSM 1100 - Cosmetology Practicum III (4)

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; hair color and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Pre-requisites: None

Co-requisites: All Required

COSM 1090 - Cosmetology Practicum II

COSM 1110 - Cosmetology Practicum IV (4)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Pre-requisites: None

Co-requisites: All Required

COSM 1100 - Cosmetology Practicum III

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.

Pre-requisites: None

Co-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1180 - Nail Care I (5)

Provides additional experience in Manicuring and Pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board foundation prep.

Pre-requisites: All Required

COSM 1000 - Introduction to Cosmetology Theory

COSM 1070 - Nail Care and Advanced Techniques

Co-requisites: None

COSM 1190 - Nail Care II (5)

Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this

course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, electric drill, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board comprehension.

Pre-requisites: None

Co-requisites: All Required

COSM 1180 - Nail Care I

## **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.

Pre-requisites: One Required

Provisional Admission

Co-requisites: None

### **CRJU 1021 - Private Security**

(3)

Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

Pre-requisites: One Required

Program Admission

Co-requisites: None

### **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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

### **CRJU 1040 - Principles of Law Enforcement**

(4)

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

### **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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

### **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

Pre-requisites: One Required

Program Admission

Co-requisites: None

CRJU 1052 - Criminal Justice Administration

(3)

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

Pre-requisites: One Required

Program Admission

Co-requisites: None

CRJU 1054 - Police Officer Survival

(3)

This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

Pre-requisites: None

Co-requisites: None

CRJU 1056 - Police Traffic Control and Investigation

(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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

CRJU 1063 - Crime Scene Processing

(3)

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission  
Co-requisites: None

CRJU 1072 - Introduction to Forensic Science (3)

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

Pre-requisites: One Required  
Program Admission  
Co-requisites: None

CRJU 1074 - Applications in Introductory Forensics (3)

This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

Pre-requisites: None  
Co-requisites: None

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.

Pre-requisites: One Required  
Program Admission  
Co-requisites: None

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.

Pre-requisites: One Required  
Program Admission  
Co-requisites: None

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.

Pre-requisites: One Required  
Program Admission  
Co-requisites: None

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.

Pre-requisites: One Required  
Program Admission  
Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### CRJU 2100 - Criminal Justice 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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### CRJU 2110 - Homeland Security

(3)

The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

## CSSP Central Sterile Processing

#### CSSP 1010 - Introduction to Surgical Technology

(5)

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### CSSP 1020 - Central Sterile Supply Processing Technician Practicum I

(6)

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: technological sciences; patient care concepts; reoperative, intraoperative and postoperative surgical technology; and perioperative case management.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### CSSP 1022 - Central Sterile Supply Processing Technician Practicum II (5)

This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSCMM) requirements to sit for the certification examination.

Pre-requisites: One Required

Program Admission

Co-requisites: None

## 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.

Pre-requisites: None

Co-requisites: None

#### 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 receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Pre-requisites: None

Co-requisites: All Required

CTDL 1010 - Fundamentals of Commercial Driving

CTDL 1010 - Fundamentals of Commercial Driving

#### 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 receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

Pre-requisites: None

Co-requisites: All Required

CTDL 1020 - Combination Vehicle Basic Operation and Range Work

#### 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.

Pre-requisites: None

Co-requisites: All Required

CTDL 1020 - Combination Vehicle Basic Operation and Range Work

## CUUL CULINARY ARTS

## CUUL 1000 Fundamentals of Culinary Arts

(2)

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and espritd corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

Pre-requisites: None

Co-requisites: All Required

MATH 1012 - Foundations of Mathematics

## 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: Provisional Admission

## 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.

Pre-requisites: All Required

CUUL 1110 - Culinary Safety and Sanitation

Co-requisites: All Required

CUUL 1110 - Culinary Safety and Sanitation

## 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.

Pre-requisites: All Required

CUUL 1120 - Principles of Cooking

Co-requisites: None

## 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.

Pre-requisites: All Required

CUUL 1120 - Principles of Cooking

Co-requisites: None

## 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.  
Pre-requisites: All Required  
CUUL 1120 - Principles of Cooking  
Co-requisites: None

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.  
Pre-requisites: All Required  
CUUL 1120 - Principles of Cooking  
Co-requisites: None

CUUL 2130 - Culinary Practicum and Leadership (6)

This course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the semester. On- the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.  
Pre-requisites: All Required  
CUUL 1220 - Baking Principles  
CUUL 1320 - Garde Manger  
Co-requisites: None

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.  
Pre-requisites: All Required  
CUUL 1220 – Baking Principles  
CUUL 1320 - Garde Manger  
Co-requisites: None

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.  
Pre-requisites: All Required  
CUUL 1220 - Baking Principles  
CUUL 1320 - Garde Manger  
Co-requisites: None

CUUL 1520 – Baking Science (4)



This course is the essence of baking in chemistry, and students will understand the principle and science that make baking work. It will explain the whys and hows of every chemical reactions, essential ingredient, and technique, revealing the complex mysteries of bread loaves, pastries and everything in between. This course is an introduction to the major ingredients groups, including sweeteners, fats , milk , and leavening agents, and how each affects the finished baked goods.

Pre-requisites: All Required

CUUL 1000 - Fundamentals of Culinary Arts

CUUL 1110 - Culinary Safety and Sanitation

Co-requisites: None

#### CUUL 1530 – European Cakes and Tortes

(4)

This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail-shops and large scale production. Emphasis is placed on classic and contemporary cakes using the methods of mixing, filling , glazing, and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin based and layered tortes and cakes such as Dobos, Sacher, and Charlotte. Students will construct contemporary specialty cakes, including Mousse cakes, using assorted decorative techniques and sensible production.

Pre-requisites: All Required

CUUL 1000 - Fundamentals of Culinary Arts

CUUL 1110 - Culinary Safety and Sanitation

CUUL 1220 - Baking Principles

Co-requisites: All Required

ENGL 0098 - English III

MATH 1012 - Foundations of Mathematics

MATH 1111 - College Algebra

#### CUUL 1540 Artisan and Specialty Bread

(4)

This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.

Pre-requisites: All Required

CUUL 1000 - Fundamentals of Culinary Arts

CUUL 1110 - Culinary Safety and Sanitation

CUUL 1220 - Baking Principles

Co-requisites: None

#### CUUL 1550 - Hot and Cold Plated Desserts

(2)

This course covers the principles and techniques of frozen desserts, soufflés, cobblers, crisps, strudel dough products and elements as they relate to dessert plating design. Topics include bombes, parfaits, Baked Alaska, ice cream, sorbets, sherbets and granites, hand-stretched strudel products, crepes, hot and cold soufflés, plate composition, flavor pairings, textures, temperatures, eye appeal, balance, color harmony and plate decorating/painting techniques such as stenciling and chocolate striping. Upon completion, students should be able to prepare hot and cold plated desserts with suitable sauces and garnishes.

Pre-requisites: All Required

CUUL 1000 - Fundamentals of Culinary Arts

CUUL 1110 - Culinary Safety and Sanitation

CUUL 1220 - Baking Principles

CUUL 1520 - Baking Science

Co-requisites: All Required

ENGL 0098 - English III

MATH 1012 - Foundations of Mathematics

MATH 1111 – College Algebra

#### CUUL 1560 - Cake Design and Decorating

(3)

This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques utilizing gum past, rolled fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes. Students will be able to use various types of cake material to include pulled sugar and chocolate work.

Pre-requisites: All Required

CUUL 1000 - Fundamentals of Culinary Arts  
CUUL 1110 - Culinary Safety and Sanitation  
CUUL 1220 - Baking Principles  
CUUL 1520 - Baking Science  
Co-requisites: All Required  
ENGL 0098 - English III  
MATH 1012 - Foundations of Mathematics  
MATH 1111 - College Algebra

CUUL 1570 Confection Artistry

(4)

This course introduces the principles and techniques of decorative sugar work and confectionary candy. Topics include nougat, marzipan modeling, pastillage and cocoa painting, confection candy and a variety of sugar techniques include blown, spun, poured and pulled. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations.

Pre-requisites: All Required

CUUL 1000 - Fundamentals of Culinary Arts  
CUUL 1110 - Culinary Safety and Sanitation  
CUUL 1220 - Baking Principles  
CUUL 1520 - Baking Science  
CUUL 1530 - European Cakes and Tortes  
CUUL 1540 - Artisan and Specialty Bread  
Co-requisites: All Required  
ENGL 0098 - English III  
MATH 1012 - Foundations of Mathematics  
MATH 1111 - College Algebra

CUUL 1580 Chocolate Artistry

(3)

This course provides a study in the art and craft of chocolate. Topics include chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy productions techniques of filling, enrobing and dipping. Upon completion, students should be able to properly evaluate tempered chocolate and produce a variety of chocolate candies and decorative elements for garnishing desserts. This course also provides a laboratory experience for enhancing student skills in the art and craft of chocolate. Emphasis is placed on chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy production techniques of filling, enrobing and dipping.

Pre-requisites: All Required

CUUL 1000 - Fundamentals of Culinary Arts  
CUUL 1110 - Culinary Safety and Sanitation  
CUUL 1220 - Baking Principles  
CUUL 1520 - Baking Science  
CUUL 1530 - European Cakes and Tortes  
Co-requisites: All Required  
ENGL 0098 - English III  
MATH 1012 - Foundations of Mathematics  
MATH 1111 - College Algebra

CUUL 2000 Dessert and Bread Retail Production, Nutrition in Baking

(4)

This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices.

Pre-requisites: All Required

CUUL 1000 - Fundamentals of Culinary Arts  
CUUL 1110 - Culinary Safety and Sanitation  
CUUL 1220 - Baking Principles  
CUUL 1520 - Baking Science  
CUUL 1530 - European Cakes and Tortes  
CUUL 1540 - Artisan and Specialty Bread  
CUUL 1550 - Hot and Cold Plated Desserts  
CUUL 1560 - Cake Design and Decorating  
CUUL 1570 - Confection Artistry  
CUUL 1580 - Chocolate Artistry  
Co-requisites: All Required  
ENGL 0098 - English III  
MATH 1012 - Foundations of Mathematics

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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

## **CWDS Certified Warehousing Distribution Spec.**

Provides an introduction to the warehousing environment. Topics include distribution centers, business principles, plant safety, career success, work ethics, and managing change.

Pre-requisites: None

Co-requisites: None

Provides an overview of the core and workforce skills needed to succeed in the warehousing industry. Topics include powered industrial trucks, processing hazardous materials, palletizing, protecting materials and merchandise, waste recovery, containment, communication, team work, problem solving, image and interviewing.

Pre-requisites: None

Co-requisites: None

Provides information on the warehousing and distribution processes used in the warehousing environment. Topics include key warehousing functions, measuring productivity, computational skills, and tools for excellence.

Pre-requisites: None

Co-requisites: None

Provides an overview and study of the technology used in the warehousing environment. Topics include data applications, scanners and data entry machines, handling systems, automation, and inventory management. A warehousing simulation and comprehensive assessment is also a part of this course.

Pre-requisites: None

Co-requisites: None

This course discusses mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirements. Units in the course include math and measurements, use of calculators, operation of powered industrial trucks, and warehousing simulations.

Pre-requisites: None

Co-requisites: None

## **DENA Dental Assisting**

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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### DENA 1030 - Preventive Dentistry

(2)

Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

Pre-requisites: All Required

DENA 1080 - Dental Biology

DENA 1340 - Dental Assisting I: General Chairside

Co-requisites: All Required

DENA 1080 - Dental Biology

DENA 1340 - Dental Assisting I: General Chairside

#### DENA 1050 - Microbiology and Infection Control

(2)

Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### 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).

Pre-requisites: All Required

DENA 1010 - Basic Human Biology

DENA 1080 - Dental Biology

Co-requisites: None

#### DENA 1080 - Dental Biology

(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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### DENA 1090 - Dental Assisting National Board Examination Preparation

(2)

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.

Pre-requisites: All Required

Program Instructor Approval

Co-requisites: None

#### 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.

Pre-requisites: All Required

Program Admission  
DENA 1050 - Microbiology and Infection Control  
DENA 1080 - Dental Biology  
Co-requisites: All Required  
DENA 1050 - Microbiology and Infection Control  
DENA 1080 - Dental Biology

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.

Pre-requisites: All Required  
DENA 1340 - Dental Assisting I: General Chairside  
Co-requisites: None

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.

Pre-requisites: All Required  
DENA 1080 - Dental Biology Co-requisites: None

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.

Pre-requisites: All Required  
COMP 1000 - Introduction to Computers  
DENA 1340 - Dental Assisting I: General Chairside  
Co-requisites: None

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.

Pre-requisites: All Required  
DENA 1050 - Microbiology and Infection Control  
DENA 1340 - Dental Assisting I: General Chairside  
DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills  
DENA 1390 - Dental Radiology  
Co-requisites: All Required  
DENA 1340 - Dental Assisting I: General Chairside  
DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills  
DENA 1390 - Dental Radiology

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.

Pre-requisites: All Required  
DENA 1460 - Dental Practicum I Co-requisites: All Required  
DENA 1460 – Dental Practicum I

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.

Pre-requisites: All Required

DENA 1460 - Dental Practicum I

DENA 1470 - Dental Practicum II

Co-requisites: All Required

DENA 1460 - Dental Practicum I DENA 1470 - Dental Practicum II

## **DFTG Drafting**

DFTG 1015

(3)

Practical Geometry and Trigonometry for Drafting Technology. This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

Pre-requisites: All Required

MATH 1013 - Algebraic Concepts

Co-requisites: None

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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: All Required

COMP 1000 - Introduction to Computers

DFTG 1103 - Technical Drawing I

(4)

Technical Drawing I provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

Pre-requisites: All Required

DFTG 1101 - CAD Fundamentals

Co-requisites: None

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.

Pre-requisites: All Required

DFTG 1103 - Technical Drawing I

Co-requisites: None

DFTG 1107 - Technical Drawing II

(3)

Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

Pre-requisites: All Required

DFTG 1103 – Technical Drawing I Co-requisites: All Required

DFTG 1105 - 3D Mechanical Modeling

DFTG 1109 - Technical Drawing III

(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.

Pre-requisites: All Required

DFTG 1105 - 3D Mechanical Modeling

Co-requisites: None

DFTG 1111 - Technical Drawing IV

(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.

Pre-requisites: All Required

DFTG 1103 - Technical Drawing I

Co-requisites: None

#### DFTG 1113 - Technical Drawing V

(4)

Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

Pre-requisites: All Required

DFTG 1111 - Technical Drawing IV

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: All Required

DFTG 1125 - Architectural Fundamentals

Co-requisites: None

#### DFTG 113 - Introduction to CATIA

(5)

This class introduces students to the basics of the CATIA modeling program. The primary subject matter will be comprised of Concepts of 3D modeling, Sketcher, Part Design, Assembly Modeling, and Drafting. Industry standards and practical techniques will be a constant focus.

Pre-requisites: All Required

DFTG 1101 - CAD Fundamentals

Co-requisites: None

#### 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.

Pre-requisites: All Required

DFTG 1129 - Residential Drawing I Co-requisites: None

#### 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.

Pre-requisites: All Required

DFTG 1125 - Architectural Fundamentals

Co-requisites: None

DFTG 114 - Advanced CATIA (6)

The objective of this course is to introduce students to a select group of advanced workbenches within the CATIA v5 tool. The primary subject matter will be the production of 2D/3D layout development of surface based models, development of sheet metal flatpatterns, 3-Axis machining and plant simulations.

Pre-requisites: All Required

DFTG 113 - Introduction to CATIA Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: All Required

DFTG 1127 - Architectural 3D Modeling

Co-requisites: None

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.

Pre-requisites: All Required

DFTG 1105 - 3D Mechanical Modeling

Co-requisites: None

DFTG 2110 - Blueprint Reading for Technical Drawing I (2)

Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

DFTG 2120 - Print 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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

#### DFTG 2210 - Blueprint Reading for Technical Drawing 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.

Pre-requisites: All Required

DFTG 2110 - Blueprint Reading for Technical Drawing I

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

## DHYG Dental Hygiene

#### DHYG 1000 - Tooth Anatomy and Root Morphology (2)

Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include: oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### DHYG 1010 - Oral Embryology and Histology (1)

Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include: cellular structure and organelles; histology of epithelium; histology of connective tissue; histology of muscle tissue; histology of nerve tissue; histology of oral mucosa and orofacial structures; embryological development of the head and neck; tooth development; and development of tooth supporting structures.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### DHYG 1020 - Head and Neck Anatomy (2)

Focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include: terminology; anatomic landmarks; osteology of the skull; temporomandibular joint; muscles of mastication; muscles of facial expression; nervous system; blood supply of the head and neck; lymphatic system and immunology; endocrine and exocrine glands of the head and neck; nasal and paranasal sinuses; fascial spaces and the spread of dental infections; and anatomy concerning local anesthesia.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### DHYG 1030 - Dental Materials

(2)

Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include: dental materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing procedures for dental restorations, removable dental prostheses, sealants, and implants.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### DHYG 1040 - Preclinical Dental Hygiene Lecture

(2)

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

Pre-requisites: All Required

Provisional Admission

Co-requisites: All Required

DHYG 1050 - Preclinical Dental Hygiene Lab

#### DHYG 1050 - Preclinical Dental Hygiene Lab

(2)

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

Pre-requisites: All Required

Provisional Admission

Co-requisites: All Required

DHYG 1040 - Preclinical Dental Hygiene Lecture

#### DHYG 1070 - Radiology Lecture

(2)

Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation physics principles; radiation biology; radiation safety; radiographic quality assurance; imaging theory; radiographic interpretation; radiographic need; legal issues of dental radiography; and digital radiography techniques and principles.

Pre-requisites: All Required

Provisional Admission

DHYG 1020 - Head and Neck Anatomy

Co-requisites: All Required

DHYG 1020 - Head and Neck Anatomy

#### DHYG 1090 - Radiology Lab

(1)

Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

Pre-requisites: All Required

Provisional Admission

DHYG 1020 - Head and Neck Anatomy

Co-requisites: All Required

DHYG 1020 - Head and Neck Anatomy

#### DHYG 1110 - Clinical Dental Hygiene I Lecture

(2)

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and treatment planning.

Pre-requisites: All Required

DHYG 1040 - Preclinical Dental Hygiene Lecture

Co-requisites: All Required

DHYG 1111 - Clinical Dental Hygiene I Lab

DHYG 1111 - Clinical Dental Hygiene I Lab (3)

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

Pre-requisites: All Required

DHYG 1050 - Preclinical Dental Hygiene Lab

Co-requisites: All Required

DHYG 1110 - Clinical Dental Hygiene I Lecture

DHYG 1206 - Pharmacology and Pain Control (3)

Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include: pharmaceutical referencing; legal and ethical considerations; drug effects; contraindications; drug related emergencies; dental related anesthesia; and pain control.

Pre-requisites: All Required

Program Admission

Co-requisites: None

DHYG 2010 - Clinical Dental Hygiene II Lecture (2)

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planning; ultrasonics and air polishing and dietary analysis.

Pre-requisites: All Required

DHYG 1070 - Radiology Lecture

DHYG 1110 - Clinical Dental Hygiene I Lecture

Co-requisites: All Required

DHYG 2020 - Clinical Dental Hygiene II Lab

DHYG 2020 - Clinical Dental Hygiene II Lab (2)

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planning; ultrasonics and air polishing; dietary analysis, and applied techniques.

Pre-requisites: All Required

DHYG 1070 - Radiology Lecture

DHYG 1090 - Radiology Lab

DHYG 1111 - Clinical Dental Hygiene I Lab

Co-requisites: All Required

DHYG 2010 - Clinical Dental Hygiene II Lecture

DHYG 2050 - Oral Pathology (3)

Introduces pathology as a specialty of dentistry and includes the etiology, pathogenesis and recognition of various pathological conditions. Emphasis is placed on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include: terminology and biopsy procedures; inflammation, repair, and regeneration; soft tissue and dental anomalies; pathogenesis of caries and pulpal pathology; cysts and tumors of the head and neck; systemic conditions that affect the oral structures; infectious diseases; diseases of the salivary glands; diseases of bone; blood dyscrasias; vesiculo-erosive and autoimmune diseases; and genetic diseases and syndromes of the head and neck.

Pre-requisites: All Required

DHYG 1010 - Oral Embryology and Histology

DHYG 1020 - Head and Neck Anatomy

Co-requisites: None

DHYG 2070 - Community Dental Health (3)

Provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a

community, by meeting specific dental health needs of community groups. Topics include: epidemiology; community dental care assessment; community dental care provision; preventive counseling for groups; group oral health education; terminology; dental care systems; biostatistics; and concepts of dental research.

Pre-requisites: All Required

DHYG 1110 - Clinical Dental Hygiene I Lecture

Co-requisites: None

DHYG 2080 - Clinical Dental Hygiene III Lecture (2)

Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include: treatment of patients with special needs.

Pre-requisites: All Required

DHYG 2010 - Clinical Dental Hygiene II Lecture

Co-requisites: All Required

DHYG 2090 - Clinical Dental Hygiene III Lab

DHYG 2090 - Clinical Dental Hygiene III Lab (4)

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: special needs patients and applied techniques.

Pre-requisites: All Required

DHYG 2020 - Clinical Dental Hygiene II Lab

Co-requisites: All Required

DHYG 2080 - Clinical Dental Hygiene III Lecture

DHYG 2110 - Biochemistry and Nutrition Fundamentals for the Dental Hygienist (2)

Provides a basic introduction to organic chemistry and biochemistry. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

Pre-requisites: None

Co-requisites: None

DHYG 2130 - Clinical Dental Hygiene IV Lecture (2)

Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include: employability skills; State of Georgia Dental Practice Act; office management; expanded duties; legal aspects; ethics; dental hygiene practice settings; and dentistry and dental hygiene regulation.

Pre-requisites: All Required

DHYG 2080 - Clinical Dental Hygiene III Lecture

Co-requisites: All Required

DHYG 2140 - Clinical Dental Hygiene IV Lab

DHYG 2140 - Clinical Dental Hygiene IV Lab (4)

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

DHYG 2090 - Clinical Dental Hygiene III Lab

Co-requisites: All Required

DHYG 2130 - Clinical Dental Hygiene IV Lecture

DHYG 2200 – Periodontology (3)

Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including preventive, non-surgical, and surgical methods. Topics include: tissues of the periodontium; periodontal pathology; periodontal diseases; assessment and treatment planning; periodontal disease therapy; and periodontal emergencies.

Pre-requisites: All Required

DHYG 1010 - Oral Embryology and Histology

Co-requisites: None

## **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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

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; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

Pre-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

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.

Pre-requisites: All Required

ECCE 1105 - Health, Safety and Nutrition

Co-requisites: All Required

ECCE 1105 - Health, Safety and Nutrition

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.

Pre-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

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.

Pre-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

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.

Pre-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: None

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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

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.

Pre-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

ECCE 2240 - Early Childhood Care and Education Internship

(3)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration

of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Pre-requisites: All Required

ECCE 1105 - Health, Safety and Nutrition

ECCE 1101 - Introduction to Early Childhood Care and Education

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1105 - Health, Safety and Nutrition

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.

Pre-requisites: All Required

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

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.

Pre-requisites: All Required

Program Admission

ECCE 1103 - Child Growth and Development

Co-requisites: All Required

ECCE 1103 - Child Growth and Development

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 director 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

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.

Pre-requisites: All Required

Provisional Admission  
Co-requisites: None

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, a 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.

Pre-requisites: All Required  
Provisional Admission  
Co-requisites: None

ECCE 2340 - Family Child Care Program Management (3)

Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping, and professional qualifications.

Pre-requisites: All Required  
Provisional Admission  
ECCE 1103 - Child Growth and Development  
Co-requisites: None

ECCE 2342 - Family Child Care Business Management (3)

Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include: business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

Pre-requisites: All Required  
Provisional Admission  
Co-requisites: None

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.

Pre-requisites: All Required  
ECCE 2201 - Exceptionalities  
Co-requisites: None

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.

Pre-requisites: All Required  
ECCE 2201 – Exceptionalities  
Co-requisites: None

## **ECET Electrical and Computer Engineering Tech**

ECET 1101 - Circuit Analysis I (4)

Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include:



international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.

Pre-requisites: All Required

ENGT 1000 - Introduction to Engineering Technology

Co-requisites: All Required

MATH 1111 - College Algebra

#### ECET 1110 - Digital Systems I (4)

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.

Pre-requisites: All Required

ENGT 1000 - Introduction to Engineering Technology

Co-requisites: None

#### 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.

Pre-requisites: All Required

MATH 0098 - Elementary Algebra

Co-requisites: None

#### ECET 1210 - Networking Systems I (3)

Provides a foundation in Local Area Networking of computers with an introduction to Wide Area Networking. Emphasis is on Peer-to-Peer Networking.

Pre-requisites: All Required

ENGT 1000 - Introduction to Engineering Technology

Co-requisites: None

#### ECET 2101 - Circuit Analysis II (4)

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.

Pre-requisites: All Required

ECET 1101 - Circuit Analysis I

Co-requisites: None

#### ECET 2110 - Digital Systems II (4)

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

Pre-requisites: All Required

ECET 1110 - Digital Systems I

Co-requisites: None

#### ECET 2120 - Electronic Circuits I (4)

Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon controlled rectifiers; device curve characteristics; and related devices with

selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

Pre-requisites: All Required

ECET 2101 - Circuit Analysis II

Co-requisites: None

ECET 2210 - Networking Systems II

(4)

This course emphasizes the design, implementation, configuration, and monitoring of a client-server network environment. Emphasis is placed on applications to Local Area Networks. An introduction to Network Domains in Wide Area Networks is included.

Pre-requisites: All Required

ECET 1210 - Networking Systems I

Co-requisites: None

ECET 2220 - Electronic Circuits II

(4)

Emphasizes the analysis of BJT and FET amplifiers; analysis and applications of operational amplifiers and other linear digital ICs. Topics include: re transistor model; CB, CE and CC amplifiers; Darlington connection; cascaded systems; CS, CD, CG Amplifiers; High frequency and low frequency response of BJT and FET amplifiers; Power Amplifiers Class A, Class B, Class C Amplifiers; op-amp fundamentals; inverting, non-inverting amplifiers, voltage followers and summing amplifiers; comparators; instrumentation applications; active filters; differentiators and integrators; 555 Timers; A/D and D/A Conversion. Laboratory work parallels class work and includes circuit simulation using P-spice. Laboratory work parallels class work.

Pre-requisites: All Required

ECET 2120 - Electronic Circuits I

Co-requisites: None

## **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

Pre-requisites: Regular Admission

Co-requisites: None

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.

Pre-requisites

Regular Admission

Co-requisites: None

## **ELTR Electrical Technology**

ELTR 1020 - Electrical Systems Basics 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.

Pre-requisites: None

Co-requisites: All Required

MATH 1012 - Foundations of Mathematics

IDFC 1011 - Direct Current I

## ELTR 1060 - Electrical Prints, Schematics, and Symbols

### ELTR 1080- Commercial Wiring I (6)

This course introduces commercial wiring practice and procedures. Topics include: industrial safety procedure, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control

Pre-requisites: None

Co-requisites: All Required

### ELTR 1090- Commercial Wiring II

### ELTR 1090- Commercial Wiring II (6)

This Course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

Pre-requisites: None

Co-requisites: All Required

### ELTR 1080- Commercial Wiring I

### ELTR 1110- Electric Motors (4)

Introduce the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventative maintenance, troubleshooting/failure analysis and NEC requirements.

Pre-requisites: None

Co-requisites: All Required

### ELTR 1120- Variable Speed/Low Voltage Controls

### ELTR 1180- Electrical Controls

### 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, 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.

Pre-requisites: None

Co-requisites: All Required

### ELTR 1110- Electric Motors

### ELTR 1190- Electrical Controls

### ELTR 1180- 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, 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.

Pre-requisites: None

Co-requisites: None

## ELUT Electrical Utility Technology

### ELUT 1101 – Introduction to the Electrical Utility Industry (3)

This course will provide students with an overview of the electric power utility industry and occupational opportunities. Topics include the introduction and orientation to the electric utility industry, history of the industry, electric utility regulation and its scope, regulatory agencies and codes, general safety, electrical systems overview, electrical generation, electrical transmission, electrical distribution, and electric utility career opportunities.

Pre-requisites: Provisional Admission, Instructor Approval, or Appropriate Placement Test Score

Co-requisites: None

#### ELUT 1102 - Fundamentals of Power Alternating Current

(5)

This course is designed to continue the development of AC concepts. Topics include reactive components, simple RLC circuits, AC circuit resonance, AC power, energy calculation, and power measurement.

Pre-requisites: All Required

MATH 1013 - Algebraic Concepts

Co-requisites: None

#### ELUT 1103 - Network Communications

(8)

This course introduces networking technologies, tools and construction techniques, industry standards, and troubleshooting and repair procedures for fiber optic systems. Topics include basic knowledge of networking technology, layers, TCP/IP fundamentals, network installation, installation tools, techniques, and safety, fiber optic systems, remote connectivity, testing and troubleshooting, and security.

Pre-requisites: None

Co-requisites: None

#### ELUT 1104 - Electrical Substations

(5)

This course provides the student with the knowledge and skills to safely work in and around an electrical substation. Topics include an overview to the substation, substation equipment, wiring practices, safety, maintenance, substation operation, substation construction, and grounding.

Pre-requisites: All Required

ELUT 1102 - Fundamentals of Power Alternating Current

Co-requisites: None

#### ELUT 1105 - Introduction to Distribution Engineering

(5)

This course provides students with the basic knowledge, skills, and technical background in the construction, equipment, practices and procedures, design and layout, and common problems in electrical distribution engineering. Topics include an overview of the electric utility system, safety issues unique to the electrical utility industry, overview of OH and UD equipment, operation of the electric distribution system, and designing the electric distribution system.

Pre-requisites: All Required

ELUT 1102 - Fundamentals of Power Alternating Current

Co-requisites: None

#### ELUT 1106 - Introduction to Metering

(3)

This course introduces electric metering fundamentals with a focus on self-contained meter applications. Topics include electric meter fundamentals, types of meters, self-contained meter selection and installation, transformer- rated meters, and ampacity ratings.

Pre-requisites: All Required

ELUT 1102 - Fundamentals of Power Alternating Current

Co-requisites: None

#### ELUT 1107 - Power Plants

(5)

This course provides participants with an overview of the different systems involved in the production of electricity at a fossil generating station. Topics include an introduction to the power plant, coal handling systems, air flow systems, waste disposal systems, generators, turbines, feedwater systems, boilers, and circulating cooling water systems.

Pre-requisites: All Required

ELUT 1102 - Fundamentals of Power Alternating Current

Co-requisites: None

#### ELUT 1230 – Protection Principles

(4)

This course provides the student with the knowledge and skills to understand and analyze protection principles of the utility infrastructure. Upon completion, the student will understand the importance of protection schemes, how they will affect the flow of electricity, and the process of maintaining the network when equipment it is energized as well as de-energized.

Pre-requisites: All Required

ELUT 1101- Introduction to the Electrical Utility Industry

ELUT 1102- Fundamentals of Power/Alternating Current

Co-requisites: None

#### ELUT 1240 – Single phase and Three Phase Transformers (4)

This course provides the student the opportunity to discover the design, operation, and effect that single and three phase transformers have on the electrical infrastructure. Students will demonstrate the design characteristics and understand the importance of transformers in the delivery of electrical power to industrial, commercial, and residential customers.

Pre-requisites: All Required

ELUT 1101- Introduction to the Electrical Utility Industry

ELUT 1102- Fundamentals of Power/Alternating Current

Co-requisites: All Required

ELUT 1104- Electrical Substations

ELUT 1107 – Power Plants

#### ELUT 1250 – Renewable and Alternative Power Sources (4)

This course provides the student the opportunity to discover the design, operation, and effect that single and three phase transformers have on the electrical infrastructure. Students will demonstrate the design characteristics and understand the importance of transformers in the delivery of electrical power to industrial, commercial, and residential customers.

Pre-requisites: All Required

ELUT 1101- Introduction to the Electrical Utility Industry

ELUT 1102- Fundamentals of Power/Alternating Current

Co-requisites: All Required

ELUT 1104- Electrical Substations

ELUT 1107 – Power Plants

#### ELUT 1260 – Smart Grid Technologies for Energy Production (4)

This course provides the student with the knowledge and skills to understand solar and wind power generation as renewable and alternative power sources. Upon completion, the student will understand the principles of these types of systems as well as how energy can be stored in batteries systems, the operating principles of batteries, and how high frequency transformers are integral to introducing these power sources into an infrastructure.

Pre-requisites: All Required

ELUT 1101- Introduction to the Electrical Utility Industry

ELUT 1102- Fundamentals of Power/Alternating Current

Co-requisites: All Required

ELUT 1104- Electrical Substations

ELUT 1107 – Power Plants

## **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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

## **EMSP Emergency Medical Services Professions**

#### 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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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 complete monstrenacy based evaluations relevant to the practice of an EMT. Topics include: clinicals and Assessment Based Management.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

EMSP E1530 - Clinical Applications for the AEMT

(1)

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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).

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: None

#### 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: 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.

Pre-requisites: One Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### EMSP 2710 - Field Internship for the Paramedic (2)

Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

Pre-requisites: One Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

## ENGL 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.

Pre-requisites: ENGL 0097 - English II OR Appropriate Placement Test Score AND READ 0097 - Reading II OR Appropriate Placement Test Score

Co-requisites: None

#### 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.

Pre-requisites: All Required

ENGL 1010 - Fundamentals of English I

Co-requisites: None

#### 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.

Pre-requisites: Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score

Co-requisites: None

#### 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.

Pre-requisites: ENGL 1101 - Composition and Rhetoric with a C or better

Co-requisites: None

#### ENGL 1105 - Technical Communications (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.

Pre-requisites: ENGL 1101 - Composition and Rhetoric with a C or better

Co-requisites: None

#### 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.

Pre-requisites: ENGL 1101 - Composition and Rhetoric with C or better

Co-requisites: None

## 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### ENGT 2300 - Capstone Project (1)

This course will require students to undertake either individual or team projects, by applying knowledge acquired classroom/lab activities in program courses and core courses. The student will create or construct a product, a circuit or mechanism using circuit building, troubleshooting and other engineering skills developed through previous course work. The project activity includes conceptualization, detailed planning and design, project construction, cost and production considerations, quality assurance and project presentation.

Pre-requisites: All Required

ECET 2101 - Circuit Analysis II

Co-requisites: None

# 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

## 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.

Pre-requisites: One Required

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

## 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.

Pre-requisites: One Required

Program Admission

FOSC 2010 - Crime Scene Investigation I Co-requisites: None

## FOSC 2012 - Forensic Trace Evidence

(3)

Trace evidence is often divided into two categories; chemistry and microscopy. This course is an introductory course in trace evidence to include the sub disciplines of hairs, fibers, arson, gunshot residue, explosives, paint, fracture match and fabric impression examinations and comparisons using microscopic and instrumental techniques. This course will also give the student who is interested in laboratory or CSI work practical experience in the area of trace evidence and how it relates to forensic science.

Pre-requisites: One Required

Program Admission

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

## 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.

Pre-requisites: Either ENGL 1010 or ENGL 1101 and FOSC 1206

ENGL 1010 - Fundamentals of English I

ENGL 1101 - Composition and Rhetoric

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

## 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. Pre-requisites: One Required

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

#### FOSC 2035 - Forensic Photography

(4)

The basic principles of photography generation and manipulation. Students will learn the basic camera operations including shutter speed, aperture, and lighting. Topics will include macro and micro photography, depth of field, digital cameras, and scene photography. Emphasis will be placed on the application of basic camera techniques to forensic science photography.

Pre-requisites: One Required

Program Admission

FOSC 1206 - Introduction to Forensic Science

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### FOSC 2039 - Computer Forensics

(5)

The main goal of this course is to provide students with an understanding of computer forensics and investigation tools and techniques. Students will gain a solid foundation in computer forensics and investigations. Most of the major personal computer operating system architectures and disk structures will be discussed. Students will learn how to set up an investigators office and laboratory, as well as what computer forensic hardware and software tools are available. Students will also learn the importance of digital evidence controls and how to process crime and incident scenes. Finally, students will learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teaches about theory as well as the practical application of computer forensic investigation.

Pre-requisites: All Required

COMP 1000 - Introduction to Computers

Co-requisites: None

#### FOSC 2040 - Forensic Firearms and Toolmark Identification

(3)

The course is an introduction to firearms, ammunition and ammunition components, microscopic comparison of questioned bullets, cartridge cases and toolmarks, distance determination, gunpowder and shotgun pattern analysis, serial number restoration, lock picking techniques, the examination of security devices such as padlocks and safes and the examination of firearm related injuries.

Pre-requisites: None

Co-requisites: None

#### FOSC 2041 - Latent Print Examination

(4)

This course explains the history, biology, and basic principles of friction ridge analysis. Properly recording, processing, documenting, collecting, and preserving latent print evidence will be discussed. Students will also be introduced to the Automated Fingerprint Identification System (AFIS) and the analysis, comparison, and evaluation of latent prints. Various lab exercises will also be conducted to demonstrate processing methods used in latent print examination.

Pre-requisites: FOSC 1206 with a C or better

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

FOSC 1206 - Introduction to Forensic Science with a C or better

Co-requisites: All Required

FOSC 2010 - Crime Scene Investigation I

## **FRSC Fire Science**

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ – Hazardous Materials for First Responders Awareness Level - This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Pre-requisites: All Required

Program Admission

Co-requisites: None

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size- up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I - This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Pre-requisites: All Required

Program Admission

Co-requisites: None

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist firefighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of

potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I - This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1050 - Fire and Life Safety Educator I

(3)

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

Pre-requisites: All Required

FRSC 1141 - Hazardous Materials Operations

FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals

FRSC 1030 - Basic Firefighter - MODULE I

FRSC 1040 - Basic Firefighter - MODULE II

Co-requisites: None

#### FRSC 1060 - Fire Prevention, Preparedness and Maintenance

(3)

This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1070 - Introduction to Technical Rescue

(4)

This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of

Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1080 - Fireground Operations

(3)

This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1100 - Introduction to the Fire Service

(3)

This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1110 - Fire Administration - Supervision and Leadership

(3)

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I 2. NFA Leadership II 3. NFA Leadership III - This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1121 - Firefighting Strategy and Tactics

(3)

This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1132 - Fire Service Instructor

(4)

Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have



numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1141 - Hazardous Materials Operations

(4)

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1151 - Fire Prevention & Inspection

(4)

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, means of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 1161 - Fire Service Safety and Loss Control

(3)

This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 2100 - Fire Administration Management

(3)

This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal

success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens every day. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 2110 - Fire Service Hydraulics

(3)

This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 2120 - Fire Protection Systems

(3)

A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water- based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 2130 - Fire Service Building Construction

(3)

Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### FRSC 2141 - Incident Command

(4)

The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

Pre-requisites: All Required

Program Admission

Co-requisites: None

## FRSC 2170 - Fire and Arson Investigation

(4)

Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Technique used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

Pre-requisites: All Required

Program Admission

Co-requisites: None

## GRBT Green Building Technology

### GRBT 101 - 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.

Pre-requisites: None

Co-requisites: None

### GRBT 103 - 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.

Pre-requisites: None

Co-requisites: None

### GRBT 104 - 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.

Pre-requisites: None

Co-requisites: None

### GRBT 105 - 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.

Pre-requisites: None

Co-requisites: None

## 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.

Pre-requisites:

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

### 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.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

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.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

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 II; the Cold War and the 1950's; the 1960's and 1970's; and America since 1980.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

## **HLST Historic Preservation and Restoration**

HLST 1010 - Historical Research (2)

This course teaches examination techniques used by historians for conducting research maintaining a focus on architectural applications.

Pre-requisites: One Required

Program Admission

Co-requisites: None

HLST 1020 - Historic Preservation and Restoration History and Theory (3)

This course provides a historical perspective of the preservation and restoration movement in the United States. An in-depth analysis of preservation and restoration theories, development of preservation and restoration associations, and the evolution of laws related to historic restoration and preservation.

Pre-requisites: One Required

Program Admission

Co-requisites: None

HLST 1030 - Architectural Printreading (2)

This course explains the standard methods of architectural drafting as it relates to the building trades. Materials to include: types of projections, page layout, reading plans, perspective drawing, freehand sketching and model making.

Pre-requisites: None

Co-requisites: None

HLST 1040 - Field Techniques and Documentation (2)

This course uses techniques commonly used in the field by historians while examining historic buildings. The various systems used in the field will be explored including field measurement, photography, photogrammetry and surveys.

Pre-requisites: None

Co-requisites: None

HLST 1050 - Structure Pathology (4)

This course discusses and examines the processes of deterioration of historic buildings. Students will be able to methodically examine, analyze common problems and develop solutions that will be structurally, historically and economically valid.

Pre-requisites: None

Co-requisites: None

HLST 1060 - Carpentry of Buildings (3)

This course covers the essential aspects of home building. Topics included are: wall and roof framing, window and door installation, stair layout and construction. Students will replicate historic framing and construction using hand and power tools.

Pre-requisites: None

Co-requisites: None

HLST 1220 - Traditional Building Styles (3)

This course will focus on the traditional building styles found throughout the United States. Topics will include regions of construction and materials, time periods, prominent architects, as well as the theory and purpose behind various architectural styles.

Pre-requisites: All Required

HLST 1020 - Historic Preservation and Restoration History and Theory

HLST 1010 - Historical Research

HLST 1030 - Architectural Printreading

HLST 1040 - Field Techniques and Documentation

Co-requisites: None

HLST 1260 - Mechanical Systems (5)

This course is a study of all the systems that make your house function. These systems include: electrical, plumbing, HVAC, and insulation. Methods of application, restoration, and recreation will be covered.

Pre-requisites: None

Co-requisites: None

HLST 1280 - Doors, Windows and Roofing (6)

This course is a study of door and window installations in a historical restoration environment. Techniques for repair, restoration and maintenance of historical elements will be covered. Wooden and metal elements will be discussed, as well as, retrofitting historic doors and windows with double insulated glass for better thermal efficiency. This course also looks at the numerous materials and style of roofing materials used in historical buildings. Topics to include: installing slate, wood shake, clay tiles, compositions, asphalt, rubber membrane and sheet metal. We will cover installation, common problem areas and maintenance of roofing products.

Pre-requisites: All Required

IDFC 1007 - Industrial Safety Procedures

Co-requisites: None

HLST 1320 - Architectural Landscaping in a Historic Restoration Project (3)

This course covers the history of landscaping in America. We will emphasize time periods of US history and the development of landscaping as a profession. Issues faced while performing landscape preservation will also be discussed. Weathering, recording, interpretation and reconstruction of landscapes will also be addressed.

Pre-requisites: None

Co-requisites: None

HLST 1340 - Structural Theory (3)

This course covers the theories behind structural systems in homes and small commercial structures. Engineering forces will be covered including: deflection and crack analysis, structural loads, shearing and bending forces. This course will cover how to correct these problems within the confines of the preservation and restoration fields.

Pre-requisites: None

Co-requisites: None

HLST 2000 - Advanced Material Sciences and Metals (5)

This course is a study of metals and their applications in a preservation setting. Topics include history of the medium, project characteristics and properties of metal, layout, material and cut list, metal failure, metal stabilization, as well as cleaning, repair and replication.

Pre-requisites: None

Co-requisites: None

HLST 2020 - Advanced Preservation Skills (4)

This course is an extension of the specific 200 level course. Topics include, advanced blacksmithing, advanced carpentry, advanced mold making and casting, painted stained glass, wall paper reproduction, decorative ironwork, material replication, as well as project managing and estimating. This class will prepare students for their final culmination project.

Pre-requisites: All Required

HLST 1020 - Historic Preservation and Restoration History and Theory

HLST 2000 - Advanced Material Sciences and Metals

HLST 2040 - Material Science: Marbling, Graining, and Wood

HLST 2060 - Material Science: Masonry and Plaster

HLST 2080 - Material Science: Wall Finishes and Gilding HLST 2100 - Material Science: Stained Glass and Ceramics

Co-requisites: None

HLST 2040 - Material Science: Marbling, Graining, and Wood (4)

This course demonstrates both modern and historic techniques used to imitate stone and wood finishes. Topics include: surface preparation, selection of medium, and techniques used. Fundamental techniques will be used on many different mediums. This course also studies wood and its characteristics. Topics to include: physical, chemical, and biological properties, as well as, the deterioration process. Wood joinery, stabilization and historical replication will be covered.

Pre-requisites: One Required

IDFC 1007 - Industrial Safety Procedures

Co-requisites: None

HLST 2060 - Material Science: Masonry and Plaster (4)

This course is a study of stone, brick, terracotta, cement, mortar and grout. The focus will be what causes these materials to fail, how to stabilize them, proper cleaning and repairs. Emphasis on how this is important to preservation and restoration will be covered. This course also studies plasters and gypsum wall board products. The focus will be on the common problems causing these materials to fail, and common installation techniques. Topics to include a typical plaster installation, and producing molded plaster architectural elements i.e. ceiling medallions.

Pre-requisites: One Required

IDFC 1007 - Industrial Safety Procedures

Co-requisites: None

HLST 2080 - Material Science: Wall Finishes and Gilding (4)

This course is a study of materials used to finish interior walls. These materials include paint, wall paper and various painting techniques i.e. sponging. This also studies the materials, processes and decay associated with metal leafs. Various methods of application repair and decay will be addressed.

Pre-requisites: One Required

IDFC 1007 - Industrial Safety Procedures

Co-requisites: None

HLST 2100 - Material Science: Stained Glass and Ceramics (5)

This course is a study of the history of glazing in America. Emphasis will be placed on leaded glass windows. Various techniques used to create and restore these windows will be covered. This course also studies the history of ceramics in American architecture. Emphasis will be placed on tiles used for floors, wall coverings etc. Various techniques used to create and restore tiles to be used in historic preservation and restoration will be covered.

Pre-requisites: All Required  
IDFC 1007 - Industrial Safety Procedures  
Co-requisites: None

#### HLST 2120 - Preservation and Restoration Seminar and Culminating Project (4)

This course is a forum to discuss issues and trends relative to the restoration and preservation field. Topics to be included: preservation legislation, tax incentives, preservation advocacy. Students will discuss ideas and keep current on topics relative to the field. Culminating Project is student and instructor defined. The design will be based on the student's interest. The teacher and student will develop a rubric to critique the students work.

Pre-requisites: All Required  
IDFC 1007 - Industrial Safety Procedures  
HLST 1020 - Historic Preservation and Restoration History and Theory  
HLST 2000 - Advanced Material Sciences and Metals  
HLST 2020 - Advanced Preservation Skills  
HLST 2040 - Material Science: Marbling, Graining, and Wood  
HLST 2060 - Material Science: Masonry and Plaster  
HLST 2080 - Material Science: Wall Finishes and Gilding HLST 2100 - Material Science: Stained Glass and Ceramics  
Co-requisites: None

## HRTM Hotel/Restaurant/Travel Management

#### HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management (3)

Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.

Pre-requisites: All Required  
Program Admission  
Co-requisites: None

#### HRTM 1110 - Travel Industry and Travel Geography (3)

Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas and Greenland, Europe, Middle East and Africa, Far East, Australia, New Zealand and Pacific Islands, and travel regulations and documents needed to travel internationally. Pre-requisites: All Required  
Program Admission  
Co-requisites: None

#### HRTM 1120 - Tour and Cruise Management (3)

Provides students with an orientation to the duties and responsibilities of the tour operator and an overview of the cruise industry. The course also gives students an opportunity to gain the technical knowledge and skills needed to utilize computerized reservation and information systems. Emphasis is placed on the operator's role in planning and conducting tours and cruises as well as accessing data bases and identifying options which satisfy customer's needs. Topics include: planning individual tours, planning group tours, transportation arrangements, accommodation options, entertainment options, foreign country tours, and manager's on-tour responsibilities the ship, living quarters, amenities, shipboard activities, and marketing, selling of cruises, agency computer hardware, computer reservation systems, automated travel information, back-room accounting, and trends in automated travel data systems. Pre-requisites: All Required  
Program Admission  
Co-requisites: None

HRTM 1130 - Business Etiquette and Communication

(3)

This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.

Pre-requisites: All Required

Program Admission

Co-requisites: None

HRTM 1140 - Hotel Operations Management

(3)

This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.

Pre-requisites: All Required

Program Admission

Co-requisites: None

HRTM 1150 - Event Planning

(3)

This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.

Pre-requisites: All Required

Program Admission

Co-requisites: None

HRTM 1160 - Food and Beverage Management

(3)

Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.

Pre-requisites: All Required

Program Admission

Co-requisites: None

HRTM 1170 - Hospitality, Industry Accounting and Financial Analysis

(3)

This course provides students with the fundamental knowledge to interpret and analyze the key reports and financial statements used daily in the hospitality industry. Focusing on Profit and Loss statements, students learn to use numbers to assess the performance of individual departments and the overall operation. These numbers are the basis for managerial decisions that increase revenues and control costs.

Pre-requisites: All Required

Program Admission

Co-requisites: None

HRTM 1201 - Hospitality Marketing

(3)

Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.

Pre-requisites: All Required

Program Admission

Co-requisites: None

HRTM 1210 - Hospitality Law

(3)

Introduces the student to local, state, federal, and international laws which govern the hospitality industry. Emphasis is placed on creating a workplace where compliance with the law, adherence to ethical standards, and stressing security and loss prevention are



the basis for every decision. Topics include civil law, the structure of hospitality enterprises, government agencies that impact the hospitality industry, preventative legal management, contracts, employee selection and management, duties and obligations to employees and guests, and crisis management.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### **HRTM 1220 - Supervision and Leadership in the Hospitality Industry (3)**

This course focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

Pre-requisites: All Required

Program Admission

Co-requisites: None

#### **HRTM 1230 – Internship (3)**

Introduces students to the application and reinforcement of hotel/restaurant/travel operational principles, in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of hotel/restaurant/travel management 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.

Pre-requisites: All Required

HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management

Co-requisites: None

## **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.

Pre-requisites: ENGL 1101 - Composition and Rhetoric with C or better.

Co-requisites: ENGL 1101 - Composition and Rhetoric with C or better.

## **ICET Instrumentation and Process Measurement**

#### **ICET 2010 - Electromechanical Devices (3)**

This course introduces electromechanical devices which are essential control elements in electrical systems. Topics include: fundamentals of electromechanical devices, control elements in electrical circuits, typical devices such as generators and alternators, D.C. and A.C. motors and controls, and transformers. Quantitative analysis of power losses, power factors, and efficiencies in D.C., single-phase and three-phase dynamos are stressed. Laboratory work parallels class work.

Pre-requisites: ECET 2101 Circuit Analysis II Co-requisites: None

#### **ICET 2020 - Instrumentation and Process Management (4)**

This course introduces control system components and theory as they relate to controlling industrial processes. Course covers identification, interpretation and design of loop and piping & instrumentation (P&ID) drawings. Mechanical, fluidic, temperature, and miscellaneous sensors are studied with emphasis on measuring techniques. Topics include: open and closed loop control theory, feedback, transducers, signal conditioning, P&IDs and control hardware and actuators. Laboratory work heavily emphasizes practical

exercises and applications.

Pre-requisites: None

Co-requisites: None

#### ICET 2030 - Programmable Logic Controllers

(4)

Emphasize an in-depth study of the programmable controller with programming applications involving control of industrial processes. Course explores SCADA system hardware. Topics include: input and output modules, logic units, memory units, power supplies, ladder diagrams, relay logic timers and counters, control strategy, programming, networks, user interface (HMI), communication equipment and software and troubleshooting. Lab work parallels class work with emphasis on program execution, effectiveness, efficiency and integration.

Pre-requisites: All Required

ICET 2010 – ICET 1110 Digital System I Co-requisites: None

#### ICET 2050 - Process Control

(4)

Provides a study of process control system design. Students explore system design and tuning, integration of sensors, transmitters, indicators, controllers and final control elements. Industrial electronics, control loop theory, PID (Proportional, Integral, Derivative) control theory, loop tuning, and control loop troubleshooting are emphasized.

Pre-requisites: All Required

ICET 2020 - Instrumentation and Process Management

ICET 2030 - Programmable Logic Controllers

Co-requisites: None

## 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.

Pre-requisites: None

Co-requisites: None

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: None

Co-requisites: All Required

MATH 1012 - Foundations of Mathematics

#### 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.

Pre-requisites: None

Co-requisites: All Required

IDFC 1011 - Direct Current I

# IDSY Industrial Systems Technology

## IDSY 1101 – DC Circuit Analysis (3)

This course introduces direct current 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.

Pre-requisites: None

Co-requisites: None

## 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.

Pre-requisites: None

Co-requisites: None

## IDSY 1110 - Industrial Motor Controls I (5)

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.

Pre-requisites: None

Co-requisites: None

## IDSY 1120 - Basic Industrial PLC's (6)

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.

Pre-requisites: None

Co-requisites: All Required

IDSY 1110 - Industrial Motor Controls I

## 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.

Pre-requisites: None

Co-requisites: All Required

IDSY 1101 – DC Circuit Analysis

IDSY 1105 – AC Circuit Analysis

## 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.

Pre-requisites: All Required

IDFC 1011 - Direct Current I IDFC 1012 - Alternating Current I Co-requisites: None

## IDSY 1170 - Industrial Mechanics (6)

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.

Pre-requisites: None

Co-requisites: None

## IDSY 1190 - Fluid Power and Piping Systems (6)

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.

Pre-requisites: None

Co-requisites: None

#### IDSY 1210 - Industrial Motor Controls II

(5)

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.

Pre-requisites: None

Co-requisites: All Required

IDSY 1110 - Industrial Motor Controls I

#### IDSY 1220 - Intermediate Industrial PLC's

(6)

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.

Pre-requisites: None

Co-requisites: All Required

IDSY 1120 - Basic Industrial PLC's

#### IDSY 1230 - Industrial Instrumentation

(6)

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.

Pre-requisites: None

Co-requisites: None

#### 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.

## **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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

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.

Pre-requisites: All Required

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1012 - Ethics and Liability for Basic Law Enforcement

LETA 1018 - Defensive Tactics for Basic Law Enforcement

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 - Criminal Procedure for Basic Law Enforcement

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

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.

Pre-requisites: All Required

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 - Criminal Procedure for Basic Law Enforcement

LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement Co-requisites: None

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, and demonstrate proper procedures for specific techniques to search, control and restrain a person. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

Pre-requisites: All Required

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 - Criminal Procedure for Basic Law Enforcement

LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement

Co-requisites: None

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.

Pre-requisites: All Required

LETA 1010 - Health & Life Safety for Basic Law Enforcement

LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement

LETA 1026 - Criminal Procedure for Basic Law Enforcement

LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement LETA 1032 - Introduction to Criminal Justice for Basic Law

Enforcement Co-requisites: None

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.

Pre-requisites: All Required

LETA 1010 - Health & Life Safety for Basic Law Enforcement  
LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement  
LETA 1026 - Criminal Procedure for Basic Law Enforcement  
LETA 1030 - Principles of Law Enforcement for Basic Law Enforcement LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement  
Co-requisites: None

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.

Pre-requisites: One Required  
LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement  
Co-requisites: None

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.

Pre-requisites: All Required  
LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement  
Co-requisites: None

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.

Pre-requisites: All Required  
LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement  
LETA 1026 - Criminal Procedure for Basic Law Enforcement  
LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement  
Co-requisites: None

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.

Pre-requisites: One Required  
Program Admission  
Co-requisites: None

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.

Pre-requisites: All Required  
LETA 1024 - Criminal Law for Criminal Justice for Basic Law Enforcement  
LETA 1026 - Criminal Procedure for Basic Law Enforcement  
LETA 1032 - Introduction to Criminal Justice for Basic Law Enforcement  
Co-requisites: None

# Logistics 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

## SCMA 1003 – Introduction to Transportation and Logistics Management (3)

Businesses today cannot 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.

Pre-requisites: All Required

MKTG 1100 - Principles of Marketing

Co-requisites: None

## CWDS 1600 – Warehousing Technology Skills (2)

Provides an overview and study of the technology used in the warehousing environment. Topics include data applications, scanners and data entry machines, handling systems, automation, and inventory management. A warehousing simulation and comprehensive assessment is also a part of this course.

Pre-requisites: None

Co-requisites: None

## 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.

Pre-requisites: All Required

Program Admission

LOGI 1000 - Business Logistics

Co-requisites: None

## 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.

Pre-requisites: None

Co-requisites: None

# LCC1 Luxury Craft Cabinet Making

## CARP 1103 Luxury Craft Cabinet Materials and Fasteners (2)

Identification of common materials and their applications used in the construction of interior arrangements for various luxury aircraft and boats. Topics include wood and manufactured products, finishing materials, and fasteners.

Pre-requisites: All Required

Program Admission

Co-requisites: None

## CARP 1106 Print Reading for Luxury Craft Cabinetmaking (3)

This course is designed to give students basic skills in reading and interpreting aircraft cabinet blueprints and drawings. Topics

include identification of the various types of blueprints and drawings, meanings of blueprint notations and symbols, identifying the different views and lines, and blueprint and drawing specifications.

Pre-requisites: All Required

CARP 1103 Luxury Craft Cabinet Materials and Fasteners

Co-requisites: None

CARP 1107 Luxury Craft Cabinetmaking

(5)

This course provide instruction in the fundamental procedures used in luxury craft and aircraft cabinet design, construction, assembly, and installation. Topics include tool use safety, cabinet base unit, wall unit, face frame assembly, and door and drawer assembly.

Pre-requisites: None

Co-requisites: None

## **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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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; medication classification; and medication effects on the body systems. Pre-requisites: One Required

Program Admission

MATH 1012 - Foundations of Mathematics

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

ALHS 1011 - Structure and Function of the Human Body

ALHS 1090 - Medical Terminology for Allied Health Sciences

Co-requisites: None

MAST 1090 - Medical Assisting Skills II

(4)

Further student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

Pre-requisites: All Required



Program Admission  
ALHS 1011 - Structure and Function of the Human Body  
ALHS 1090 - Medical Terminology for Allied Health Sciences  
Co-requisites: None

MAST 1100 - Medical Insurance Management (2)

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

Pre-requisites: All Required

Program Admission

BUSN 1100 - Introduction to Keyboarding

ENGL 1010 - Fundamentals of English I

COMP 1000 - Introduction to Computers

ALHS 1011 - Structure and Function of the Human Body

ALHS 1090 - Medical Terminology for Allied Health Sciences

Co-requisites: None

MAST 1110 - Administrative Practice Management (3)

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

Pre-requisites: All Required

BUSN 1100 - Introduction to Keyboarding

ENGL 1010 - Fundamentals of English I

COMP 1000 - Introduction to Computers

ALHS 1011 - Structure and Function of the Human Body

ALHS 1090 - Medical Terminology for Allied Health Sciences

Co-requisites: None

MAST 1120 - Human Pathological Conditions in the Medical Office (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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

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. Pre-requisites: All Required

Program Admission

Co-requisites: None

## **MATH Mathematics**

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.

Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.

Co-requisites: None

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.

Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.

Co-requisites: None

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.

Pre-requisites: MATH 0098 - Elementary Algebra OR Appropriate algebra placement test score.

Co-requisites: None

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.

Pre-requisites: MATH 1013 - Algebraic Concepts with a C or better.

Co-requisites: None

MATH 1017 – Trigonometry (3)

Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

Pre-requisites: MATH 1013 - Algebraic Concepts with a C or better.

Co-requisites: None

MATH 1100 - Quantitative Skills and 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.

Pre-requisites: Appropriate algebra placement test score.

Co-requisites: None

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.

Pre-requisites: Appropriate algebra placement test score.

Co-requisites: None

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.

Pre-requisites: Appropriate Degree Level Math Placement Test Score AND Appropriate Degree Reading Placement Test Score

Co-requisites: None

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, logarithmic and exponential functions, and complex numbers.

Pre-requisites: Regular Admission and MATH 1111 with C or better

Co-requisites: None

### 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.

Pre-requisites: Regular Admission and MATH 1111 with C or better

Co-requisites: None

### 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.

Pre-requisites: Regular Admission and MATH 1113 with a C or better

Co-requisites: None

## 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

### MCHT 1012 - Blueprint 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

### 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.

Pre-requisites: All Required

Provisional Admission

MATH 1012 - Foundations of Mathematics

Co-requisites: None

### MCHT 1020 – Heat Treatment and Surface Grinding

(3)

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 operations, and safety.

Pre-requisites: All Required

Program Admission

Co-requisites: None

### 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.

Pre-requisites: None

Co-requisites: All Required

MCHT 1013 - Machine Tool Math  
MCHT 1011 - Introduction to Machine Tool

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.

Pre-requisites: Requires Provisional Admission, MCHT 1011 and either MATH 1012, MATH 1111 or MCHT1013

MATH 1111 - College Algebra

MATH 1012 - Foundations of Mathematics

MCHT 1013 - Machine Tool Math

MCHT 1011 - Introduction to Machine Tool

Co-requisites: None

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.

Pre-requisites: Requires Provisional Admission, MCHT 1011 and either MATH 1012, MATH 1111 or MCHT 1013

MATH 1111 - College Algebra

MATH 1012 - Foundations of Mathematics

MCHT 1013 - Machine Tool Math

MCHT 1011 - Introduction to Machine Tool

Co-requisites: None

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.

Pre-requisites: All Required

Provisional Admission

MCHT 1119 - Lathe Operations I Co-requisites: None

MCHT 1220 - Mill Operations II (3)

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.

Pre-requisites: All Required

MCHT 1120 - Mill Operations I Co-requisites: None

## **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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### MGMT 1110 - Employment Law

(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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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.

Pre-requisites: One Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

#### 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.

Pre-requisites: All Required  
Provisional Admission  
Co-requisites: All Required  
COMP 1000 - Introduction to Computers

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.

Pre-requisites: All Required  
Provisional Admission  
Co-requisites: None

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.

Pre-requisites: All Required  
Provisional Admission  
Co-requisites: None

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.

Pre-requisites: All Required  
Program Admission  
Co-requisites: None

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.

Pre-requisites: None  
Co-requisites: None

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.

Pre-requisites: All Required  
Provisional Admission  
Co-requisites: None

MGMT 2215 - Team Project (3)

This course utilizes team methodologies to study the field of management. It encourages students to 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.

Pre-requisites: All Required

Program Admission  
Co-requisites: None

## **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.

Pre-requisites: None  
Co-requisites: None

### **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.

Pre-requisites: None  
Co-requisites: None

### **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.

Pre-requisites: None  
Co-requisites: None

### **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.

Pre-requisites: None  
Co-requisites: None

### **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.

Pre-requisites: All Required

MKTG 1161 - Service Industry Business Environment

Co-requisites: All Required

MKTG 1161 - Service Industry Business Environment

### **MKTG 1163 - Computer Skills for Customer Service (2)**

Provides students with the fundamentals of computer skills used in a customer service environment. Topics include: introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases and introduction to E-mail.

Pre-requisites: All Required

MKTG 1162 - Customer Contact Skills

Co-requisites: None

### **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.

Pre-requisites: All Required

MKTG 1163 - Computer Skills for Customer Service

Co-requisites: None

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.

Pre-requisites: All Required

MKTG 1164 - Business Skills for the Customer

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

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.

Pre-requisites: None

Co-requisites: None

MKTG 2000 - International 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.

Pre-requisites: All Required

MKTG 1100 - Principles of Marketing  
Co-requisites: None

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.

Pre-requisites: None  
Co-requisites: None

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.

Pre-requisites: None  
Co-requisites: None

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.

Pre-requisites: None  
Co-requisites: None

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.

Pre-requisites: None  
Co-requisites: None

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.

Pre-requisites: All Required  
MKTG 1100 - Principles of Marketing  
Co-requisites: None

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.

Pre-requisites: One Required  
MKTG 1160 - Professional Selling  
Co-requisites: None

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.

Pre-requisites: None  
Co-requisites: None

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.

Pre-requisites: One Required

Program Admission  
Co-requisites: None

**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. Pre-requisites

Program Admission or Program Instructor Approval  
Co-requisites: None

**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.

Pre-requisites: All Required

MKTG 1280 - Introduction to Sports and Recreation Management  
Co-requisites: None

**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.

Pre-requisites

Program Instructor Approval  
Co-requisites: None

**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.

Pre-requisites

Program Instructor Approval & MKTG 1100 - Principles of Marketing  
Co-requisites: None

## **MSNR Masonry**

**MSNR 1005 - Introduction to Masonry and Basic Bricklaying (4)**

This course provides an orientation to the masonry field and places importance on practices necessary for general safety, use of tools, materials, and equipment. Basic bricklaying skills are emphasized and practiced to ensure competency. Topics include safety procedures, materials equipment needed, materials estimation, mortar mixing, butter brick and block, and cut masonry units.

Pre-requisites: None

Co-requisites: None

**MSNR 1010 - Masonry Applications I (4)**

This course provides competency in creating basic bonds and patterns, and developing additional skills in laying out corners, leads, and jambs. Topics include basic structural bonds and patterns, corner layout, lead development, and jamb construction.

Pre-requisites: None

Co-requisites: None

**MSNR 1020 - Masonry Applications II (4)**

This course is designed to present wall types, methods, and techniques for laying masonry units to the line and correct spacing. In addition, techniques for pointing, cleaning, and caulking will be discussed. Topics include wall types, methods, and techniques, pointing, cleaning, and caulking.

Pre-requisites: None

Co-requisites: None

## **MUSC Music**

### MUSC 1101 - Music Appreciation

(3)

Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

Pre-requisites

ENGL 1101 - Composition and Rhetoric

Co-requisites

ENGL 1101 - Composition and Rhetoric

## **PARA Paralegal Studies**

### PARA 1100 - Introduction to Law and Ethics

(3)

Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, and introduction to areas of law and legal vocabulary.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

### PARA 1105 - Legal Research and Legal Writing I

(3)

Introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

Pre-requisites: All Required

ENGL 1101 - Composition and Rhetoric PARA 1100 - Introduction to Law and Ethics Co-requisites: None

### PARA 1110 - Legal Research and Legal Writing II

(3)

Builds on competencies acquired in PARA 1102 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.

Pre-requisites: All Required

ENGL 1101 - Composition and Rhetoric

PARA 1100 - Introduction to Law and Ethics PARA 1105 - Legal Research and Legal Writing I Co-requisites: None

### PARA 1115 - Family Law

(3)

Introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

Pre-requisites: All Required

Program Admission

Co-requisites: All Required

PARA 1100 - Introduction to Law and Ethics

### PARA 1120 - Real Estate Law

(3)

Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

Pre-requisites: All Required  
Program Admission  
Co-requisites: All Required  
PARA 1100 - Introduction to Law and Ethics

PARA 1125 - Criminal Law and Criminal Procedure (3)

Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law and procedure and criminal litigation support.

Pre-requisites: All Required  
Program Admission  
Co-requisites: All Required  
PARA 1100 - Introduction to Law and Ethics

PARA 1130 - Civil Litigation (3)

Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.

Pre-requisites: All Required  
Program Admission  
PARA 1100 - Introduction to Law and Ethics  
Co-requisites: None

PARA 1135 - Wills, Trusts, Probate, and Administration (3)

Provides a general framework of the substantive theory of wills, trusts, and estates. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.

Pre-requisites: All Required  
Program Admission  
Co-requisites: All Required  
PARA 1100 – Introduction to Law and Ethics

PARA 1140 - Tort Law (3)

Introduces the student to the basic concepts of substantive tort law. Topics include: concepts of intentional torts, negligence and product liability; causation and liability concepts; damages and defenses; and special tort actions and immunities.

Pre-requisites: All Required  
Program Admission  
Co-requisites: All Required  
PARA 1100 - Introduction to Law and Ethics

PARA 1145 - Law Office Management (3)

Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

Pre-requisites: All Required  
Program Admission  
Co-requisites: All Required  
PARA 1100 - Introduction to Law and Ethics

PARA 1150 - Contracts, Commercial Law and Business Organizations (3)

Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings, to the basic concepts of substantive contract law and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations. Pre-requisites: All Required

Program Admission  
PARA 1100 - Introduction to Law and Ethics  
Co-requisites: None

PARA 1200 - Bankruptcy/Debtor-Creditor Relations (3)

Introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

Pre-requisites

Completion of all 1100 numbered (i.e. PARA 1100-1150) Paralegal courses within one's program of study. Co-requisites: None

PARA 1205 - Constitutional Law (3)

Explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.

Pre-requisites: All Required

PARA 1100 - Introduction to Law and Ethics

Co-requisites: None

PARA 1210 - Legal and Policy Issues in Healthcare (3)

Provide an overview of the legal issues involved in the delivery of healthcare and the issues relating to Elder Law. Students will recognize the fundamentals of the healthcare treatment relationship, liability issues, patient care decisions and the human condition of sickness. They will explore the complexities of health care financing, health care access, governmental regulations and privacy issues. Topics will also include access to care, informed consent, patient care decisions, the doctor-patient relationship, end-of-life decision making, legal problems of the elderly, law and mental health, AIDS and the law and the privatization of health care facilities.

Pre-requisites: All Required

PARA 1100 - Introduction to Law and Ethics

Co-requisites: None

PARA 1215 - Administrative Law (3)

Introduces the student to the basic concepts of administrative law including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, rule making, investigation, information collection, informal proceeding, hearings, and judicial review. Because paralegals are permitted to represent individuals in some agency proceedings (e.g., social security, unemployment, etc.), the students are introduced to the various aspects of such representation.

Pre-requisites: All Required

Program Admission

PARA 1100 - Introduction to Law and Ethics

Co-requisites: None

PARA 2205 - Advanced Legal Research and Writing (3)

Continues to develop writing skills developed in PARA 1105 and 1110 focusing on legal memoranda preparation. Additionally, students enhance legal research skill. Course competencies include research methodology, legal memoranda preparation, and substantive law research.

Pre-requisites: All Required

ENGL 1102 - Literature and Composition

Co-requisites: None

PARA 2210 - Paralegal Internship I (6)

Focuses on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development. Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

This course continues the focus on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Realistic work situations are used to provide students with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

Co-requisites: None

## 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.

Pre-requisites: All Required

Program Admission

Co-requisites: None

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.

Pre-requisites: All Required

PHLT 1030 - Introduction to Venipuncture

Co-requisites: All Required

PHLT 1030 - Introduction to Venipuncture

## 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.

Pre-requisites:

ENGL 1101 Composition and Rhetoric AND MATH 1101 Mathematical Modeling OR MATH 1111 College Algebra

Co-requisites: All Required

PHYS 1110L - Conceptual Physics Lab

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.

Pre-requisites:

ENGL 1101 Composition and Rhetoric AND MATH 1112 College Trigonometry OR MATH 1113 Precalculus

Co-requisites: All Required

PHYS 1111L - Introductory Physics Lab I

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.

Pre-requisites

ENGL 1101 Composition and Rhetoric AND MATH 1112 College Trigonometry OR MATH 1113 Precalculus

Co-requisites: All Required

PHYS 1111 - Introductory Physics I

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).

Pre-requisites: All Required

PHYS 1111 - Introductory Physics I PHYS 1111L - Introductory Physics Lab I

Co-requisites: All Required

PHYS 1112L - Introductory Physics Lab II

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.

Pre-requisites: All Required

PHYS 1111 - Introductory Physics I

PHYS 1111L - Introductory Physics Lab I Co-requisites: All Required

PHYS 1112 - Introductory Physics II

## **PLBG Plumbing**

PLBG 1160 - Plumbing Drawings (3)

This course introduces the reading and interpretation of sets of building drawings. Topics include types of plans, scales, specifications, conventions, and schedules.

Pre-requisites: None

Co-requisites: All Required

PLBG 1000 - Introduction to Plumbing

PLBG 1210 - Pipes, Valves, and Fittings (3)

This course introduces the student to the materials, pipes, valves, fittings, and joining methods used in the plumbing trade. Topics include pipes, fittings, and valves, hangers and supports, and joining techniques.

Pre-requisites: None

Co-requisites: All Required

PLBG 1000 - Introduction to Plumbing

PLBG 1240 - Water Supply Systems (3)

Provides an introduction to the sources, treatment, design, and materials used in residential cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include: public and private water systems; materials and fittings; valves; water treatment; water mains and services; hot water supply; design and installation of water supply systems.

Pre-requisites: None

Co-requisites: All Required

PLBG 1160 - Plumbing Drawings

PLBG 1260 - Plumbing Fixtures and Appliances (3)

This course introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances.

Pre-requisites: None

Co-requisites: All Required

PLBG 1000 - Introduction to Plumbing

PLBG 1280 - Gas Piping, Venting, and Appliances (3)

This course provides instruction in the materials and design of building gas supply systems and the installation of gas appliances.



Emphasis is placed in conformance with applicable gas codes. Topics include types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.

Pre-requisites: None

Co-requisites: All Required

PLBG 1000 - Introduction to Plumbing

## **PNSG Practical Nursing**

For students who began the Practical Nursing program prior to Fall 2011, see you academic advisor for the program sequence and course descriptions.

### **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.

Pre-requisites: All Required

Program admission

Co-requisites: None

### **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.

Pre-requisites: All Required

Program admission

Co-requisites: None

### **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.

Pre-requisites: All Required

Program admission

Co-requisites: None

### **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; 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.

Pre-requisites: All Required

Program admission

Co-requisites: None

### **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.

Pre-requisites: All Required  
Program admission  
Co-requisites: None

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.

Pre-requisites: All Required  
Program admission  
Co-requisites: None

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.

Pre-requisites: All Required  
Program admission  
Co-requisites: None

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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 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.

Pre-requisites: All Required  
Program admission  
Co-requisites: None

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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 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.

Pre-requisites: All Required  
Program admission  
Co-requisites: None

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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 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.

Pre-requisites: All Required

Program admission

Co-requisites: None

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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 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.

Pre-requisites: All Required

Program admission

Co-requisites: None

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.

Pre-requisites: All Required

Program admission

Co-requisites: None

PNSG 2255 - Maternity Nursing Clinical

(1)

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

Pre-requisites: All Required

Program admission

Co-requisites: None

## **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.

Pre-requisites: All Required

Program admission

Co-requisites: None

## **PNSG 2415 - Nursing Leadership Clinical**

(2)

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.

Pre-requisites: All Required

Program admission

Co-requisites: None

## **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, special interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

## **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 treatment, stress and health, and social relations.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

### **PSYC 1101 - Introductory Psychology**

(3)

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

Pre-requisites

Appropriate Degree Level Writing (English) and Reading Placement Test Scores

Co-requisites: None

### **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.

Pre-requisites: All Required  
PSYC 1101 - Introductory Psychology  
Co-requisites: None

## **SOCI Sociology**

SOCI 1101 - Introduction to Sociology (3)

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.

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores  
Co-requisites: None

## **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.

Pre-requisites: Regular Admission OR ENGL 098 - English III  
Co-requisites: None

## **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: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery. (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.)

Pre-requisites: One Required  
Program Admission  
Co-requisites: None

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: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures. ((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.))

Pre-requisites: One Required  
Program Admission  
Co-requisites: None

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.

Pre-requisites: One Required  
Program Admission  
Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### 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: 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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

#### SURG 2030 - Surgical Procedures I

(4)

Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopedic surgery. ((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.))

Pre-requisites: All Required

SURG 1010 - Introduction to Surgical Technology SURG 1020 - Principles of Surgical Technology Co-requisites: None

#### 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.))

Pre-requisites: One Required

SURG 2030 - Surgical Procedures I Co-requisites: None

#### 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: 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.

Pre-requisites: One Required

SURG 2110 - Surgical Technology Clinical I

Co-requisites: None

#### SURG 2130 - Surgical Technology Clinical III

(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.

Pre-requisites: One Required

SURG 2120 - Surgical Technology Clinical II

Co-requisites: None

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: 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.

Pre-requisites: One Required

SURG 2130 - Surgical Technology Clinical III Co-requisites: None

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.

Pre-requisites: One Required

Program Admission

Co-requisites: None

## **WELD Welding**

WELD 1000 - Introduction to Welding Technology

(3)

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

WELD 1010 - Oxyfuel Cutting

(3)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

Pre-requisites: None

Co-requisites: All Required

WELD 1000 - Introduction to Welding Technology

WELD 1020 - Oxyacetylene Welding

(2)

Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.

Pre-requisites: None

Co-requisites: WELD 1000- Introduction to Welding Technology

WELD 1030 - Blueprint Reading for Welding Technology

(3)

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.

Pre-requisites: None

Co-requisites: All Required

WELD 1000 - Introduction to Welding Technology

#### 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.

Pre-requisites: None

Co-requisites: All Required

WELD 1000 - Introduction to Welding Technology

#### 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.

Pre-requisites: None

Co-requisites: All Required

WELD 1040 - Flat Shielded Metal Arc Welding

#### 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.

Pre-requisites: None

Co-requisites: All Required

WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1050 - Horizontal Shielded Metal Arc Welding

#### 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.

Pre-requisites: None

Co-requisites: All Required

WELD 1060 - Vertical Shielded Metal Arc Welding

#### 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.

Pre-requisites: None

Co-requisites: All Required

WELD 1000 - Introduction to Welding Technology

#### 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.

Pre-requisites: None

Co-requisites: All Required

WELD 1000 - Introduction to Welding Technology



WELD 1120 - Preparation for Industrial Qualification

(3)

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.

Pre-requisites: All Required

WELD 1040 - Flat Shielded Metal Arc Welding WELD 1070 - Overhead Shielded Metal Arc Welding WELD 1090 - Gas Metal Arc Welding

WELD 1110 - Gas Tungsten Arc Welding

Co-requisites: None

WELD 1152 - Pipe Welding

(3)

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).

Pre-requisites: One Required

Program Admission

Co-requisites: None

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.

Pre-requisites: All Required

WELD 1000 - Introduction to Welding Technology

Co-requisites: None

## **ADULT EDUCATION CAREER PATHWAYS (High School Equivalency/GED)**

### **Mission**

To provide the basic and 21st century skills needed to be successful in a career. Whether in preparation to pass the high-school equivalency diploma/GED test or in order to improve English language skills for non-natives, the Adult Education Career Pathways department is dedicated to helping every student reach their career potential.

The Adult Education Career Pathways program serves Effingham, Chatham, Bryan and Liberty counties. In every location, we strive to provide the highest quality of basic and 21<sup>st</sup> century skills training to prepare our students for college and/or careers.

### **Who is eligible?**

Anyone age 16 or older and not currently enrolled in school is eligible to attend. Prospective students, 16 and 17 years old, must obtain parent/legal guardian permission and a withdrawal form from the last school attended. All prospective students must present valid photo identification with birth date and be eligible for public benefit(s). Registration is held at Savannah Technical College, 5717 White Bluff Road, Savannah, GA 31405. For more information, please call 912.443.5446 or come by our office which is located in the Student Enrichment Center.

### **GED Testing**

Taking the GED can be one of the most important steps of your life and we can help. Millions of people like you have taken the GED Tests to get a better job, continue their education, or to feel better about themselves. We offer GED Test training along with the convenience of a GED Testing Center. Find out how easy it is to begin furthering your education. Please call 912.443.5825 for registration and testing dates.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

The English as a Second Language Adult Education classes are designed to help non-native speakers of English improve their language proficiency and basic skills to be integrated, productive and effective members of American society. We help students meet a variety of needs, such as having better employment opportunities; continuing their education, preparing for the GED or for college admissions; communicating better at work, in the community, socially, or at home; helping their children at school; or preparing for the U.S. citizenship interview. Classes are taught entirely in English and integrate all skills—reading, writing, grammar, vocabulary, speaking, listening, and culture.

### **Who is eligible?**

Applicants should be US citizens or Permanent Resident with a government-issued photo ID, or aliens/non-immigrants with photo ID and documents from the Department of Homeland Security; should be aged 18 (or 16-17 with permission) and not currently enrolled in high school; and should be willing to attend regularly at least until completing one academic level. Please see our blog for registration dates [www.eslsavannah.blogspot.com](http://www.eslsavannah.blogspot.com) or call 912-443-5448

### **PROFESSIONAL CONTINUING EDUCATION**

Professional Continuing Education pledges to provide professional short-term job training and community interest classes for our four-county service area and offers many paths to high-wage, high-performance careers. Our goal is to ensure that all who seek career advancement receive the proper training for today's job market.

Savannah Technical College does not require previous college experience, entrance exams, or a high school diploma or GED to participate in Professional Continuing Education classes. In addition, application or registration fees are not charged and classes in several career areas are offered on-line. Classes are in various functional disciplines such as business, industrial, leadership, health, leisure learning, and professional licensing recertification.

The office is located at the Crossroads Campus, 190 Crossroads Parkway, Savannah, GA 31407. Please visit our website for courses and additional information at: [http://www.savannahtech.edu/cwo/Professional\\_Continuing\\_Education](http://www.savannahtech.edu/cwo/Professional_Continuing_Education)

Hours of Operation:	Monday-Thursday:	8:00 a.m. – 6:00 p.m.
	Friday:	8:00 a.m. – 12:00 p.m.
	Phone:	912.443.3015
	Fax:	912.966.6735

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M.Ed. Business, Georgia Southern University; M.A. Accounting and Financial Management, Keller Graduate School of Management; B.B.A. Accounting, Armstrong Atlantic State University; B.S. Business Management, Tuskegee Institute

**Holmes, Pamela E.**, TA/Training Team Leader, CCR&R  
B.S. Special Education, Virginia Commonwealth University

**Holmes, Wayne T.**, Department Head/Instructor, RSL/ESL  
D.R.E. Covington Theological Seminary; M.Ed. Early Childhood Education, Armstrong Atlantic State University; B.S. Criminal Justice, Savannah State University



**Hoover, Ok Hui**, Campus Shop Assistant

B.B.A. Accounting, Columbia College; A.A.T. Accounting, Savannah Technical College; A.A.T. Administrative Office Technology, Savannah Technical College

**Hopkins, Stephen P.**, Instructor, Electrical Utility Technology

B.S. Industrial Engineering, Georgia Institute of Technology;

**Hunt, Sarah E.**, Instructor, English

M.F.A. Writing, Savannah College of Art and Design; B.A. English, Washington College;

## I

**Irvin, Bernard**, Admissions Counselor/Recruiter

B.A. Human Services, Brewton-Parker College

**Isabella, Keturah O.**, Library Assistant

A.A.S. Accounting, Savannah Technical College

## J

**James, Terrance**, Instructor, Barbering

Diploma Barbering, Savannah Technical College; Georgia Master Barber

**Jefferson, Demmentrice I.**, Technical Assistance Coordinator, CCR&R

B.S.Ed. Early Childhood Education, Armstrong Atlantic State University

**Jenkins, Carlethia D.**, Campus Shop Assistant

**Johnson, Cynthia**, Instructor, Mathematics

M.Ed. Mathematics Education, Boston University; B.A. Mathematics, William Smith College

**Johnson, Mona L.**, Technology Support & Testing Specialist

Certificate Engineering Technology Assistant, Tidewater Community College

**Jones, Arrie K.**, Information Specialist

A.A.T. Accounting, Savannah Technical College; A.A.S. Administrative Office Technology, Savannah Technical College

**Jones, Demetres**, Information Specialist

Diploma Information Office Technology, Ogeechee Technical College; Certificate Medical Coding, Ogeechee Technical College

**Jones, Landen W.**, Police Officer

Certificate, Basic Law Enforcement, Savannah Technical College; Georgia Peace Officer, P.O.S.T

**Jones, Leslie F.**, Technical Assistance Coordinator, CCR&R

B.S.Ed. Early Childhood Education, Augusta State University

## K

**Kennard, David I.**, Technical Support and Testing Specialist

**Krabbe, Alicia**, Financial Aid Specialist

B.A. Communication, University of Cincinnati

**Krautheimer, Daniel**, Department Head/Instructor, Construction Management

M.S. Computers in Education, Long Island State University; B.S. Technology Education, State University of New York College at Buffalo; B.A. Sociology, State University of New York College at Buffalo; Construction Safety and Health Certificate, Georgia Institute of Technology; Georgia Electrical Contractor; Georgia Residential General Contractor

**Kuyk, Lisa F.**, Testing Coordinator

B.S. Psychology, Armstrong Atlantic State University

## **L**

**Lake, George W.**, Public Safety Officer  
B.A. Criminal Justice, SUNY Brockport State University

**Lambert, Angela**, Information Specialist

**Lawson, Deborah**, Information Specialist  
A.S. General Studies, Central Texas College

**Lawson, Regan L.**, Data Management Assistant, Institutional Advancement  
A.A.S. Marketing, Savannah Technical College

**Lee, Jacquelyn E.**, Instructor, Surgical Technology  
A.A.T. Surgical Technology, Savannah Technical College; Diploma Surgical Technology, Savannah Technical College; Certificate Medical Transcription, Savannah Technical College; Certificate Medical Billing Specialist, Savannah Technical College; Certified Surgical Technologist, Association of Surgical Technologists

**Leo, Myrtle M.**, Accounting Technician/Cashier  
A.A.T. Accounting, Savannah Technical College; A.A.T. Administrative Office Technology, Savannah Technical College; Diploma Accounting Records, Lively Technical Center; Diploma Accounting Operations, Lively Technical Center

**Lewis, Rimina**, Instructor, Practical Nursing  
M.S. Nursing Education; B.S. Nursing, University of Phoenix; A.D.N. Nursing, Horry-Georgetown Technical College; Certificate Health Science, Horry Georgetown Technical College; Georgia Registered Nurse

**Loos, Tal**, Dean of Aviation Technology  
M.S. Aviation Science, Everglades University; B.S. Sports Management, Erskine College, A.A.T. Aviation Maintenance, Middle Georgia Technical College; Certificate Aviation Maintenance Technology, Middle Georgia Technical College; Mechanic Airframe and Powerplant, Federal Aviation Administration; Designated Mechanic Examiner for Airframe and Powerplant, Federal Aviation Administration

**Looye, David P.**, Assistant Facilities Director  
A.A.S. Criminal Justice, North Central Texas College

**Love, Kathy S.**, President  
Ed.D. Higher Education Leadership, Northcentral University; Ed.S. Education Leadership Administration/Supervision, Columbus State University; M.S. Administration, Georgia Southwestern State University; B.S. Computer Science, Georgia Southwestern University

**Lovett, Latarisha K.**, Instructor, Practical Nursing  
M.S.N. Nursing, Walden University; B.S. Nursing, Armstrong Atlantic State University; Georgia Registered Nurse

**Lowery, Tammy L.**, Accounts Receivable Technician

## **M**

**Marmet, Matthew J.**, Network & Systems Administrator

**Martin, Cathy**, Fiscal Analyst  
M.B.A. Accounting, Brenau University; B.B.A. Accounting, Brenau University; A.S. Business Administration, College of Coastal Georgia

**Martin, Michaela E.**, Community Outreach/Training Specialist, CCR&R  
B.S. Child and Family Development, Georgia Southern University

**Mathis, Jannett**, Operations Manager, CCR&R  
M.A. Counseling, Adams State College; B.A. Psychology, North Carolina State University

**Maxwell, Lakia S.**, Human Resources Coordinator

**McIntyre, Kimberly**, Technical Assistance Coordinator, CCR&R  
B.S. Liberal Studies, Armstrong Atlantic State University

**Merrigan, Kathleen M.**, Dean for Curriculum & Special Projects  
Ph.D. Education, Capella University; Post Master's Certification, Education – Teaching, Capella University; M.S. Education, Capella University; B.S. Elementary Education, University of Central Missouri

**Middleton, Geraldine**, Instructor, Computer Information Systems  
M.S. Information Technology, University of Maryland University College; Graduate Certificate, Information Assurance, University of Maryland University College; B.S. Chemistry, Savannah State University; Certificate Windows NT Specialist, Savannah Technical College; CISCO Certified Network Associate, CISCO; CISCO Certified Academy Instructor, CISCO

**Mincey, June E.**, Administrative Assistant, Public Services  
Diploma Dental Assisting, Savannah Technical College; Diploma Clerk Typist, Savannah Technical College

**Mobley, Linda**, Administrative Assistant, Business and Technology  
A.A.T. Marketing Management, Savannah Technical College; A.A.T. Accounting, Savannah Technical College

**Monroe, Audrey F.**, Director of Accounting  
M.P.A. Public Administration, Valdosta State University; B.S. Business/Accounting, Brewton Parker College; A.A. Brewton Parker College

**Moore, Demitrius M.**, Police Officer

**Moore, Gwendolyn**, Admissions Director  
B.A. Mass Communications, Savannah State University

**Moore, Kissiah C.**, Instructor, Practical Nursing  
M.S. Nursing, Armstrong Atlantic State University; B.S. Nursing, Armstrong Atlantic State University; A.S. Nursing, Armstrong Atlantic State University; Georgia Registered Nurse

**Moore, Leigh Anne**, Procurement Services Specialist  
B.A. History, Brewton Parker College; A.A. History, Darton State College; Certificate Management and Marketing, Darton State College

**Moret, Laura P.**, Instructor, Mathematics  
M.Ed. Curriculum & Instruction, Armstrong Atlantic State University; B.S. Education/Mathematics, Bowling Green State University

**Morgan, Joan B.**, Information Specialist  
M.B.A. Business, Webster University; B.S. Management and Human Resource Management, Columbia College; A.A.T. Microcomputer Specialist, Savannah Technical College; A.A.T. Accounting, Savannah Technical College

**Morris, Ashley N.**, Instructor, English  
M.A. English, Georgia Southern University; B.A. English, Mercer University

**Mossing, Bryan S.**, Instructor, Drafting  
M.S. Architecture, Newschool of Architecture and Design; B.S. Technology, Architectural Environmental Design, Bowling Green State University

**Mrochinski, Melvin**, Instructor, Speech  
M.A. Philosophy, Marquette University; M.F.A. Fine Arts, University of Wisconsin – Madison; B.A., English/Philosophy, Marquette University

**Muller, Jacqueline**, Department Head/Instructor, Medical Assisting  
B.S. Nursing, Nazareth College, Georgia Registered Nurse

**Munn, William J.**, Department Head/Instructor, Criminal Justice  
M.S. Criminal Justice, Armstrong Atlantic State University; B.S. Criminal Justice, Chaminade University of Honolulu; Georgia P.O.S.T. Certified Instructor

## **N**

**Natoli, Monica A.**, Technical Assistance Coordinator, CCR&R  
M.Ed. Elementary Education, Fayetteville State University; B.S. Elementary Education, State University of New York - Plattsburgh

**Newton II, Philip B.**, Instructor, Mathematics  
M.S. Mathematics, Georgia Southern University; B.A. Statistical Methods, University of Georgia

**Norman, David H.**, Instructor, English  
M.A. English, University of Georgia; B.A. English, University of Georgia

## O-P

**Padgett, Keith C.**, Instructor, Automotive Collision Repair  
Diploma Auto Collision, Savannah Technical College; Certificate, Occupational Body Repair, Savannah Technical College; Certificate, Unibody & Conventional Frame, Savannah Technical College

**Parent, Kathleen F.**, Technical Assistance Coordinator, CCR&R  
B.A. Social & Behavioral Science, University of Southern Maine

**Patton, Lahoma**, Instructor, EMT/Paramedic Technology  
A.A. Management & Supervisory Development, Savannah Technical College; Certificate Human Resource Management Specialist, Savannah Technical College; Georgia Paramedic; Georgia EMS Instructor, Level II

**Pearman, Heather E.**, Custodian

**Pearson, Mary L.**, Campus Shop Manager

**Phillips, Rojalyn B.**, Technical Assistance/Training Team Leader, CCR&R  
B.A. Elementary Education, John Wesley College

**Pickens, Robert A.**, Information Specialist  
A.A. Business Administration, College of DuPage

**Pierson, Becky S.**, Instructor, Mathematics  
M. Ed. Secondary Education, Valdosta State University; B.S. Secondary Education, Valdosta State University

**Pierson, Tamela A.**, Grants Accountant  
Graduate Certificate, Accounting, Keller Graduate School of Management; B.L.S. Liberal Studies, Mathematics, Armstrong Atlantic State University; B.S. Computer Sciences, University of Georgia; A.A. Arts, Armstrong Atlantic State University; A.A. Accounting, Savannah Technical College; Certificate, State Financial Management, University of Georgia

**Pinkston, Susan J.**, Department Head/Instructor, Business Management  
M.S. Human Resource Management, Golden Gate University; B.A. Sociology, University of California, Santa Barbara

**Poteralski, Janet L.**, Administrative Assistant, Health Sciences

**Potts, Teresa**, Executive Director for Student Financial Services  
M.S. Education, Capella University; B.A. Human Service Agency Management, Missouri Valley College

**Powell, Joseph F.**, Dean for Industrial Technology  
M.S. Curriculum Technology, University of Phoenix; B.S. Technology Education, Georgia Southern University

**Powell, Richard**, Instructor, Electrical Construction and Maintenance  
B.B.A. Marketing, Savannah State University; Diploma, Electrical Construction & Maintenance, Savannah Technical College; Diploma Computer Information Systems, Savannah Technical College; State of Georgia Electrical Contractor

**Primus, Joycelin**, Instructor, Barbering  
Certificate, Barbering Instructor, Central Georgia Technical College; Diploma, Barbering, Central Georgia Technical College; Georgia Licensed Master Barber; Georgia Licensed Master Barber Instructor

## Q-R

**Reeder, Scott D.**, Instructor, Psychology  
Ph.D. Counseling, University of North Carolina – Charlotte; S.S.P. School Psychology, Winthrop University; M.S. School Psychology, Winthrop University; B.A. Psychology, University of North Carolina - Charlotte

**Renfroe, Vicki T.**, Instructor, Allied Health Core/CNA/PCT  
M.S. Nursing, Regis University; Certificate Healthcare Education, Regis University; B.S. Nursing, Georgia Southern University; Georgia Registered Nurse

**Reynolds, Denean**, Instructor, Cosmetology  
Diploma, Cosmetology, Savannah Technical College; Georgia Master Cosmetologist; Georgia Master Cosmetology Instructor

**Rhoads, Mark A.**, Database Administrator  
B.B.A. Business Computer Information Systems, Savannah State University

**Riley, Jeanese R.**, Department Head/Instructor, Business Administrative Technology  
M.L.I.S. Library Information Science, Valdosta State University; Graduate Certificate in Business Administration, Colorado Technical University; B.B.A. Business Savannah State University

**Riley, Patricia**, Instructor, Computer Information Systems  
M.A. Computer Resource Management/Information Management, Webster University; B.S. Business Administration, Fayetteville State University; Microsoft Certified Professional, Microsoft Certified Systems Engineer, Network+, A+, and INet+

**Roberson, Larry P.**, Dean for Health Sciences  
M.Ed. Instructional Technology, Valdosta State University; B.S. Technical, Trade & Industrial Education, Valdosta State University

**Robinson, Amber A.**, Academic Advisor, Public Services  
M.S. International Relations, Troy University; B.S. Family and Consumer Science, University of Central Arkansas; A.A. General Education, Arkansas State University

**Robinson, Benjamin R.**, Data Management Assistant, Campus Police  
A.A.S. Networking Specialist, Savannah Technical College; A.A.S. Microcomputer Specialist, Savannah Technical College

**Robinson, Brandon S.**, Instructor, Biology  
M.S. Biology, Georgia Southern University; B.S. Biology, Georgia Southern University

**Rogers, Sheree A.**, Administrative Assistant, Peace Officer Academy

**S**  
**Safrin, Thomas A.**, Department Head/Instructor, Peace Officer Academy  
M.P.A. Public Administration, Columbus State University; B.A. Criminology, St. Leo University; A.A. Liberal Arts, St. Leo University

**Sather, James A.**, Department Head/Instructor, Surgical Technology  
A.A.T. Surgical Technology, Savannah Technical College; Diploma Surgical Technology, Savannah Technical College; Certified Surgical Technologist

**Saunders, Cheryl A.**, Administrative Assistant, Dental Hygiene

**Scott, Tanisha S.**, Testing Specialist  
B.A. Business Administration, Saint Leo University; A.A. Marketing Management, Savannah Technical College

**Seckinger, Ann**, Instructor, Allied Health Science Core/CNA/PCT  
A.S.N. Nursing, Armstrong Atlantic State University; Georgia Registered Nurse

**Sellers, Terrie O.**, Vice President for Student Affairs  
M.Ed. Education, Georgia Southern University; B.S. Early Childhood Education, Georgia Southern University

**Shaffer, Amy J.**, Director of Communications  
M.S. Communications, University of Tennessee Knoxville; B.A. English, University of Kansas; B.S. Journalism, University of Kansas

**Sheats, Katrina D.**, Technical Assistance Coordinator, CCR&R  
B.S. Child and Family Development, Georgia Southern University

**Simmons, Rhondah**, Administrative Assistant, Adult Education

**Sippel, Patricia A.**, Campus Shop Assistant  
A.A.T. Accounting, Savannah Technical College; A.A.T. Secretarial Science, Savannah Technical College

**Skinner, Michael**, Instructor, Aviation Maintenance  
B.S. Technical Management Occupational Safety and Health, Embry Riddle Aeronautical University; Certificate, Occupational Safety and Health, Embry Riddle Aeronautical University; Certificate, Airframe & Powerplant, Federal Aviation Administration

**Smith, Billy W.**, Instructor, Adult Education

**Smith, Douglas**, Maintenance Technician

**Smith, Gia D.**, Instructor, Early Childhood Care & Education  
Ed. S. School Counseling, Argosy University; M.Ed. Elementary Education, Armstrong Atlantic State University; B.A. Child Development and Family Relations, Kentucky State University

**Smith, Patra C.**, Information Specialist  
B.S. Business Administration, University of Phoenix; Certificate, Bookkeeping, South University

**Smith, Richard J.**, Instructor, Adult Education  
M.Ed. Adult Education, Armstrong Atlantic State University; B.A. History, Armstrong Atlantic State University

**Smith, Ruby Lee**, Instructor, Practical Nursing  
M.S. Nursing, University of Phoenix; B.S. Nursing, Georgia Southern University; Georgia Registered Nurse

**Solomon, Brenda S.**, Custodian

**Solomon, Robert T.**, Campus Dean for Student Affairs, Effingham Campus  
M.S. Human Resources Management, Troy University; B.S. Business Administration, Tuskegee University

**Steele, Tasha**, Technology Support Specialist  
A.A.T. Networking Specialist, Savannah Technical College

**Stephens, Sherilyn A.**, Technical Assistance Coordinator, CCR&R  
B.S. Family and Consumer Science, Fort Valley State University; A.A.S. Infant and Child Development, Fort Valley State University

**Stidhum, Kanquta**, Accounting Technician  
A.A.T. Accounting, Savannah Technical College; Certificate Medical Billing Specialist, Savannah Technical College

**Stiles, Margaret M.**, Instructor, English  
M.A. Liberal Studies-Humanities, Wesleyan University; B.A. English, Eastern Connecticut State University

**Strickland, Gary L.**, Director of Facilities

**Strub, Robert J.**, Instructor, Aircraft Structural Technology  
Certified Mechanic, Federal Aviation Administration

**Stubbs, Brent A.**, Dean of Adult Education  
M.B.A. Business Administration, Brenau University; B.A. Theological and Historical Studies, Oral Roberts University

**Stump, Mark A.**, Student Navigator  
B.A. English, Emory University

**Sullivan, Jonathan D.**, Information Specialist

**Swan, Mary L.**, Instructor, Allied Health Core/CNA/PCT  
B.S. Nursing, Georgia Southern University; A.S. Nursing, Abraham Baldwin Agricultural College; Diploma Nursing, Ben Hill-Irwin Area Vocational-Technical School; Georgia Registered Nurse

**T**

**Taylor, Linda S.**, Technical Assistance Coordinator, CCR&R  
B.A. Early Childhood Education, Ashford University

**Thomas-Williams, Regina**, Registrar  
M.B.A. Business Administration, Ohio State University; B.S. Accounting, Albany State University; State Financial Management Certification, University of Georgia

**Thompson, Thomas A.**, Department Head/Instructor, Accounting  
M.A. Accounting, Georgia Southern University; M.P.A. Public Administration, University of North Carolina Chapel Hill; B.A. English, University of North Carolina at Chapel Hill

**Tirey, Nathan**, Police Sergeant  
B.A. Psychology, Armstrong Atlantic State University

**Tremble, Gayle**, Dean for Public Services  
Ed.D. Curriculum Studies, Georgia Southern University; M.A. English, Georgia Southern University; M.Ed. Middle Grades Education, Georgia Southern University; B.S. Business Education, Georgia Southern University

**Trimmer, Jr., John R.**, Instructor, Welding  
Certificate, Welding Operator, Lincoln Electric Welding School

**Truley, Patricia A.**, Admissions Counselor/Recruiter  
B.A. Business Administration, Saint Leo University; A.A.T. Administrative Office Technology, Savannah Technical College; Certificate, Nail Technician, Savannah Technical College

**Tucker, Jenna S.**, Administrative Assistant, CCR&R  
B.B.A. Business Administration, Toccoa Falls College

**Turner, Susan Z.**, Vice President, Administrative Services  
M.B.A. Business, Georgia Southern University; B.B.A. Accounting, University of Georgia; A.A. Science, Abraham Baldwin Agricultural College; Georgia Certified Purchasing Associate

## U-V

**Vendeville, Jean**, Department Head/Instructor, Culinary Arts  
Chef Rotisseur, Confrerie de la Chaine des Rotisseurs; Chevalier de Societe, Societe Mondiale du Vin USA; Patissier Apprentice, 3 years, La Chambre de Metiers; Brevet de Maitrise Patissier, Chambre de Metiers du Gard; Certified Instructor, Proctor, ServSafe; Certificate, Instructional Effectiveness, George Brown College; Certified Executive Pastry Chef, American Culinary Federation

**Vendeville, Maureen A.**, Instructor, General Core  
M.Ed. Cross Cultural Teaching, National University

## W

**Walker, John Henry**, Custodian

**Webel, Walter B.**, Department Head/Instructor, EMT/Paramedic Technology  
B.S. Health Science, TUI University; Diploma Paramedic Technology, Savannah Technical College; Certificate Paralegal Studies, South University; Certificate, Emergency Medical Technology, Lawson State Community College; Georgia EMS Instructor Level III

**Werntz, Kevin**, Vice President, Economic Development  
M.B.A. Business Administration, Jacksonville University; B.A. Speech Communication, University of Georgia

**White, Matthew**, Department Head/Instructor, Automotive Technology  
A.A.T. Automotive Technology, Savannah Technical College; Certificate Automotive Brake Technician, Savannah Technical College; Certificate Automotive Climate Control Technician, Savannah Technical College; Certificate Automotive Transmission Technician, Savannah Technical College; Master Automobile Technician, National Institute for Automotive Service Excellence; Collision Repair Technician, National Institute for Automotive Service Excellence

**Wiggins, Lester E.**, Department Head/Instructor, Electrical Construction  
Diploma Independent Electrical Contractors Apprentice, Savannah Technical College; Diploma Electrician, Thompson Education Direct; State of Georgia Licensed Electrical Contractor Unrestricted, SBCCI Certified Inspector, Master Solar Certified and Master Wind Certified

**Wilder, Harrell**, Financial Aid Specialist  
B.A. English, Language and Literature, Savannah State University

**Williams, Christopher**, Coordinator of High School Initiatives  
M.A. Education/Curriculum and Instruction, University of Phoenix; B.A. Psychology, State University of West Georgia

**Williams, Kimberly C.**, Department Head/Instructor, Cosmetology  
M.Ed. Adult Education and Community Leadership, Armstrong Atlantic State University; B. A. Psychology, St. Leo University; A.A. Liberal Arts, St. Leo University; Georgia Licensed Master Cosmetologist; Georgia Licensed Cosmetology Instructor

**Wilson, Sammie R.**, Maintenance Technician

**Wright, James T.**, Department Head/Instructor, Industrial Systems Technology  
Diploma Industrial Electrical Technology, South Georgia Technical College; Diploma Air Conditioning Technology, South Georgia Technical College; Certificate Industrial Wiring Technician, South Georgia Technical College; Certificate Residential Wiring Technician, South Georgia Technical College; Certificate Photovoltaic Systems Installation & Repair, South Georgia Technical College; Certificate Advanced Residential Systems Specialist, South Georgia Technical College

## **XYZ**

**Young, Cheryl A.**, Campus Shop Assistant

**Young, Cinda S.**, Department Head/Instructor, Early Childhood Care and Education  
M.Ed. Special Education, University of Vermont; B.A. English, University of Georgia

**Young, Thomas**, Custodian

**Zickafoose, Ryan M.**, Campus Shop Assistant

**Zobrist, Friedrich**, Instructor, Commercial Truck Driving  
Commercial Driver's License



**STATEMENT OF EQUAL OPPORTUNITY  
NON-DISCRIMINATION POLICY**

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

# SAVANNAH TECHNICAL COLLEGE ACADEMIC CALENDARS

## Savannah Technical College 2014 - 2015 Semester Calendar [Revised 06/18/2014]

August, 2014						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September, 2014						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October, 2014						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November, 2014						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December, 2014						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January, 2015						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February, 2015						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### Fall Semester, 2014 (201512)

- August 1 - 15 Faculty Work/Annual Leave Days
- August 8 Admissions/Financial Aid Deadline (12:00 Noon) (Fall)
- August 18 - 22 Open Registration
- August 25 First Day of Class - Fall Semester
- August 25-27 No Harm No Foul (deadline to withdraw is 6:00 PM 08/27)
- September 1 Holiday - Labor Day
- September 2 No Show Deadline
- September 3 No Show Reporting Deadline 6:00 PM
- October 10 Graduation Applications Due
- October 10 Midterm
- October 20 Spring Mandatory Advisement & Registration Begins
- October 30 Last Day to Withdraw With a W (deadline is 6:00 PM)
- October 31 60% Mid-Point of Term
- November 11 Holiday - Veterans Day
- November 21 Spring Mandatory Advisement & Registration Ends
- November 25-26 College Open (No Classes) (Faculty Work/Annual Leave Day)
- November 27 Holiday - Thanksgiving
- November 28 Holiday
- December 5 Last Day of Class - Fall Semester
- December 8 & 10 Final Exams - Monday/Wednesday Classes
- December 9 & 11 Final Exams - Tuesday/Thursday Classes
- December 12 Final Exams - Friday Classes
- December 16 Grades Due by 12:00 Noon
- December 17 Professional Development Day (Work Day)
- December 18 - 22 Faculty Work/Annual Leave Day
- December 19 Admissions/Financial Aid Deadline (12:00 Noon) (Spring)
- December 23 Holiday
- December 24 Holiday
- December 25 Holiday - Christmas
- December 26 Holiday
- December 28-31 Faculty Work/Annual Leave Day

### Spring Semester, 2015 (201514)

- January 1 Holiday - New Years Day
- January 2 Faculty Work/Annual Leave Day
- January 5 - 9 Open Registration
- January 12 First Day of Class - Spring Semester
- January 12 - 14 No Harm No Foul (deadline to withdraw is 6:00 PM 1/14)
- January 19 Holiday - MLK
- January 20 No Show Deadline
- January 21 No Show Reporting Deadline 6:00 PM

March, 2015						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April, 2015						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May, 2015						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June, 2015						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July, 2015						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August, 2015						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Spring Semester, 2015 (201514) - Continued

- March 4 Graduation Applications Due
- March 4 Midterm
- March 16 - 20 Spring Break - College Open (No Classes) (Faculty Work/Annual Leave Day)
- March 23 Summer Mandatory Advisement & Registration Begins
- March 26 Last Day to Withdraw With a W (deadline is 6:00 PM)
- March 27 60% Mid-Point of Term
- April 17 Professional Development Day (Work Day)
- April 24 Summer Mandatory Advisement & Registration Ends
- May 1 Last Day of Class - Spring Semester
- May 4 & 6 Final Exams - Monday/Wednesday Classes
- May 5 & 7 Final Exams - Tuesday/Thursday Classes
- May 8 Final Exams - Friday Classes
- May 12 Grades Due by 12:00 Noon
- May 15 Admissions/Financial Aid Deadline (12:00 Noon) (Summer)
- May 13 - 22 Faculty Work/Annual Leave Days

### Summer Semester, 2015 (201516)

- May 25 Holiday - Memorial Day
- May 26 - 29 Open Registration
- June 1 First Day of Classes - Summer Term
- June 1 - 3 No Harm No Foul (deadline to withdraw is 6:00 PM 6/3)
- June 8 No Show Deadline
- June 9 No Show Reporting Deadline 6:00 PM
- June 22 Fall Mandatory Advisement & Registration Begins
- June 23 Graduation Ceremony
- June 24 Last Day to Withdraw With a W (deadline is 6:00 PM)
- June 25 Graduation Applications Due
- June 25 Midterm
- July 3 Holiday - Independence Day
- July 9 Last Day to Withdraw With a W (deadline is 6:00 PM)
- July 10 60% Mid-Point of Term
- July 17 Fall Mandatory Advisement & Registration Ends
- July 24 Last Day of Class - Summer Semester
- July 27 & 29 Final Exams - Monday/Wednesday Classes
- July 28 & 30 Final Exams - Tuesday/Thursday Classes
- July 31 Final Exams - Friday Classes
- Aug 4 Grades Due by 12:00 Noon
- Aug 5 - 14 Faculty Work/Annual Leave Days
- Aug 17 - 21 Open Registration
- Aug 24 First Day of Class - Fall Semester AY 2016
- Aug 24 - 26 No Harm No Foul (deadline to withdraw is 6:00 PM 8/26)
- Aug 31 No Show Deadline
- September 1 No Show Reporting Deadline 6:00 PM

# Savannah Technical College 2014 - 2015 Miniterm Calendar [Revised 06/18/2014]

August, 2014						
8	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September, 2014						
8	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October, 2014						
8	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November, 2014						
8	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December, 2014						
8	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Fall 1st & 2nd Miniterm 2014 (201512)

August 1 - 15	Faculty Work/Annual Leave Day
August 8	1st Miniterm Admissions/Financial Aid Deadline (12:00 Noon) [Fall]
August 16 - 27	1st Miniterm - Open Registration
August 25	1st Miniterm - First Day of Class
August 25 - 27	1st Miniterm - No Harm No Foul (deadline to withdraw is 6:00 PM 8/27)
September 1	Holiday - Labor Day
September 2	1st Miniterm - No Show Deadline
September 3	1st Miniterm - No Show Reporting Deadline 6:00 PM
September 17	1st Miniterm - Midterm
September 25	1st Miniterm - Last Day to Withdraw With a W (deadline is 6:00 PM)
September 26	1st Miniterm - 60% Mid-Point of Term
October 3	2nd Miniterm Admissions/Financial Aid Deadline (12:00 Noon) [Fall]
October 9	1st Miniterm - Last Day of Class
October 10	Graduation Applications Due
October 13	1st Miniterm - Exams
October 14	1st Miniterm - Grades Due by 12:00 Noon
October 15	2nd Miniterm - First Day of Class
October 15 - 17	2nd Miniterm - No Harm No Foul (deadline to withdraw is 12:00 Noon 10/17)
October 20	Spring Mandatory Advisement & Registration Begins
October 22	2nd Miniterm - No Show Deadline
October 23	2nd Miniterm - No Show Reporting Deadline 6:00 PM
November 6	2nd Miniterm - Midterm
November 11	Holiday - Veterans Day
November 13	2nd Miniterm - Last Day to Withdraw With a W (deadline is 6:00 PM)
November 14	2nd Miniterm - 60% Mid-Point of Term
November 21	Spring Mandatory Advisement & Registration Ends
November 25 - 26	College Open (No Classes) (Faculty Work/Annual Leave Day)
November 27	Holiday - Thanksgiving
November 28	Holiday
December 5	2nd Miniterm - Last Day of Class
December 8	2nd Miniterm - Exams
December 9	2nd Miniterm - Grades Due by 12:00 Noon
December 10-16	Faculty Work/Annual Leave (only teaching mini-term)
December 17	Professional Development Day (Work Day)
December 19	1st Miniterm Admissions/Financial Aid Deadline (12:00 Noon) [Spring]
December 18 - 22	Faculty Work/Annual Leave Days
December 23	Holiday
December 24	Holiday
December 25	Holiday - Christmas
December 26	Holiday
December 29-31	Faculty Work/Annual Leave Days

January, 2015						
8	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February, 2015						
8	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March, 2015						
8	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April, 2015						
8	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May, 2015						
8	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Spring 1st & 2nd Miniterm 2015 (201514)

January 1	Holiday - New Years Day
January 2	Faculty Work/Annual Leave Day
January 5 - 9	1st Miniterm - Open Registration
January 12	1st Miniterm - First Day of Class
January 12 - 14	1st Miniterm - No Harm No Foul (deadline to withdraw is 6:00 PM 1/14)
January 19	Holiday - MLK
January 20	1st Miniterm - No Show Deadline
January 21	1st Miniterm - No Show Reporting Deadline 6:00 PM
February 5	1st Miniterm - Midterm
February 12	1st Miniterm - Last Day to Withdraw With a W (deadline is 6:00 PM)
February 13	1st Miniterm - 60% Mid-Point of Term
February 27	2nd Miniterm Admissions/Financial Aid Deadline (12:00 Noon) [Spring]
March 3	1st Miniterm - Last Day of Class
March 4	Graduation Applications Due
March 4	1st Miniterm - Exams
March 5	1st Miniterm - Grades Due by 12:00 Noon
March 6	2nd Miniterm - First Day of Class
March 6 - 10	2nd Miniterm - No Harm No Foul (deadline to withdraw is 6:00 PM 3/10)
March 12	2nd Miniterm - No Show Deadline
March 13	2nd Miniterm - No Show Reporting Deadline (12 Noon)
March 16 - 20	Spring Break - College Open (No Classes) (Faculty Work/Annual Leave Day)
March 23	Summer Mandatory Advisement & Registration Begins
April 7	2nd Miniterm - Midterm
April 16	2nd Miniterm - Last Day to Withdraw With a W (deadline is 6:00 PM)
April 17	2nd Miniterm - 60% Mid-Point of Term
April 17	Professional Development Day (Work Day)
April 24	Summer Mandatory Advisement & Registration Ends
May 1	2nd Miniterm - Last Day of Class
May 4	2nd Miniterm - Exams
May 5	2nd Miniterm - Grades Due by 12:00 Noon
May 6 - 12	Faculty Work/Annual Leave (only teaching mini-term)
May 15	Admissions/Financial Aid Deadline (12:00 Noon) [Summer]
May 13 - 22	Faculty Work/Annual Leave Days
May 25	Holiday - Memorial Day
May 26 - 29	Open Registration for Summer Semester 2015 (201516)

NOTE: For Summer Semester 2015 (201516) dates and deadlines refer to the 2014-2015 Semester calendar.  
This version only references Fall and Spring miniterm dates and deadlines.