



SAVANNAH TECHNICAL COLLEGE

2012-2013 Catalog



Savannah

Liberty

Effingham

Crossroads

Fort Stewart AEC

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

A Unit of the Technical College System of Georgia

TABLE OF CONTENTS

WELCOME FROM THE PRESIDENT	7
GENERAL INFORMATION	8
Mission, Vision, Core Values	8
History of Savannah Technical College	8
Institutional Overview.....	10
Perkins Funds	10
Warranty Statement.....	10
Library Resources.....	11
Accreditations	11
Local Board of Directors	11
Shared Governance.....	12
Savannah Technical College Foundation	12
Board of Trustees	12
STUDENT AFFAIRS	12
Admission Process	12
Eligible Applicants.....	13
Required Academic Criteria.....	13
Admission Requirements	13
New Applicant.....	13
Former Students.....	14
Transfer Students	14
Transient Students.....	14
Special Admit.....	14
Assessment.....	15
Admissions Categories	15
Regular Admit	15
Provisional Admit	15
Learning Support	15
Special Admit.....	16
Transient.....	16
Dual and Joint Enrollment.....	16
ACCEL Program.....	16
International Student Admission Requirements	16
International Transfer Students.....	17
International Students Seeking Change of Status	17
Obtaining a Student VISA.....	17
Residency Information	18
Definitions	18
Procedure	19
In-State Tuition Waivers	19
Mandatory and Non-Mandatory Fees	19
Fee Waivers.....	19
Audit Students	20
Credit for Military Service.....	20
Secondary School Articulated Credit	20
Transfer Credit.....	20
Advanced Placement Examinations	21
Transfer Credit Process	21
Transfer Guidelines	22
Change of Information	22
STUDENT RECORDS (FERPA)	22
Directory Information	23
FERPA Objection.....	23
Gramm-Leach-Bliley Act.....	23
Solomon Amendment	23
Third-Party Access	23
FINANCIAL AID	24
Financial Assistance	24
Eligibility Requirements	24
Types of Financial Aid Available.....	24
Federal Pell Grant.....	24
Federal Work Study.....	24
Federal Supplemental Educational Opportunity Grant (FSEOG).....	25

Federal Direct Stafford Loans	25
Georgia HOPE Grant.....	25
Georgia HOPE Scholarship	25
HOPE GED Program	26
Zell Miller Scholarship Program	26
Georgia HERO Scholarship	27
Veterans Assistance (VA)	27
Workforce Investment Act (WIA).....	27
Division of Rehabilitation Services.....	27
Scholarships	27
Application Procedures for Students Seeking Degrees, Diplomas, or other PELL Eligible Programs	28
Application Procedures for Students Seeking Non-PELL Eligible Programs	28
Verification	28
Fund Disbursement	28
College Refund Policy	28
Federal Refund Policy for Students Withdrawing (Return of Title IV Aid)	28
Satisfactory Academic Progress Policy (NEW)	28
Maximum Time Frame (150% Standard).....	29
Financial Aid Warning.....	29
Financial Aid Suspension	29
Appeal of Financial Aid Suspension	29
Financial Aid Probation.....	29
Students Rights and Responsibilities.....	30
TUITION AND FEES	31
Tuition and Fee Schedule	31
Methods of Payment.....	32
Refunds of Tuition and Fees.....	32
Campus Shop Refund Policy.....	32
ACADEMIC INFORMATION	32
Policy on Catalog and Requirements.....	32
Registration.....	33
Drop/Add Period	33
Change of Major	33
Change of Special Student Admit Status.....	33
Mandatory Academic Advisement	33
Academic Honors	33
Full-Time Status.....	33
Double Majors.....	34
Academic Overload	34
Course Availability	34
Course Cancellation	34
Electives	34
Grading Systems	34
Repeat Grades	35
Computing Grade Point Average.....	35
Transcripts and Grade Reports.....	36
National or Military Emergency	36
Work Ethics/Grade.....	36
Academic/Financial Aid Warning, Suspension.....	37
Academic Suspension Appeal	37
Student Initiated Withdrawal	37
Holds	37
Graduation Honors	37
Graduation Warranty	38
Graduation Requirements.....	38
Licensure Programs	39
Competency Attainment	39
Embedded Certificates/Diplomas.....	39
Distance Education Instruction/Registration Procedures	39
STUDENT CODE OF CONDUCT.....	39
Student Rights and Responsibilities	39
Student Conduct Code	40
Article I: Definitions	40
Article II: Academic Misconduct	41
Non-Academic Misconduct	41
Behavior	42
Professionalism	42
Use of Technical College Property	42

Drugs, Alcohol, and Other Substances	43
Use of Technology	43
Unauthorized Distribution of Copyrighted Materials	44
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws	44
Legal Alternatives for Downloading or Otherwise Acquiring Copyrighted Materials	44
Weapons	44
Gambling	44
Parking	44
Financial Irresponsibility	44
Violation of Technical College Policy	44
Aiding and Abetting	44
Violation of Law	45
Abuse of Student Judicial Process	45
STUDENT DISCIPLINARY PROCEDURES	45
Policy	45
Applicability	45
Definitions	45
Filing a Complaint	46
Disciplinary Sanctions	47
Violation of Federal, State, or Local Law	48
Conditions of Disciplinary Suspension and Expulsion	48
Mediation	48
Appeals Procedure	48
Document Retention	49
Grievances and Appeals/Complaint Resolution	49
Grade and Other Academic Appeals	49
Student Grievances	49
Equal Opportunity Complaint or Appeal	50
Informal/Formal Resolution Procedure	51
Hearings	51
Mediation	52
Unlawful Harassment and Discrimination Complaint	52
Reporting and Management Action	53
Investigations	53
Review and Disposition	53
Appeal by Complainant	53
GENERAL POLICIES AND PROCEDURES	54
Visitors	54
Student Dress	54
Working Students	54
Tobacco and Alcohol Policy	54
Automobile Use	54
Telephone and Personal Electronics	54
Food and Beverage in Class	54
Pets	54
Children on Campus	54
Procedure for Reporting a Crime	55
Attendance/Withdrawal/Reinstatement	55
Make-Up of Work Missed	55
On-line Class Delivery	55
Attendance Records	55
Programs Resulting in Licensure	55
Excused Absences	56
Financial Aid Considerations	56
Orientation	56
Access to Student Records	56
Housing	56
Insurance	56
Student Identification	56
Lost and Found	56
Access to Administrative Offices	56
Vending and Picnic Areas	56
Voter Registration	56
STUDENT ORGANIZATIONS AND SPECIAL PROGRAMS	57
Student Representation in Governance	57
Student Organizations	57
Chartering New Student Organizations	57
Rules and Regulations Governing Student Organizations	58

Student Organization Fundraising	58
Campus Life.....	59
Decision Making Process	59
Student Leadership Council (SLC)	59
Phi Beta Lambda (PBL)	59
National Technical Honor Society (NTHS).....	60
Professional Organizations.....	60
Georgia Occupational Award of Leadership (GOAL).....	61
Skills USA.....	61
TUTORIAL SERVICES	61
Services offered at the Student Enrichment Center.....	61
Walk-In/Individual Tutoring	61
Study Strategies/Writing Workshops	61
COUNSELING AND DISABILITY SERVICES	62
Special Populations	62
CAREER SERVICES	62
Career Counseling.....	62
NON-DISCRIMINATION.....	63
Statement of Equal Opportunity.....	63
Compliance Coordinators	63
STUDENT CONSUMER INFORMATION.....	64
Student Body Diversity	65
ACADEMIC AFFAIRS	65
Associate of Applied Science Degree Programs	65
Associate of Science Degree Programs	65
Diploma Programs	65
Technical Certificate of Credit Programs	66
Programs of Study.....	67
Course Descriptions	258
ADULT EDUCATION (GED)	391
ESL Program/GED Testing.....	391
PROFESSIONAL CONTINUING EDUCATION.....	391
FACULTY AND STAFF.....	392
STATEMENT OF EQUAL OPPORTUNITY	404
ACADEMIC CALENDARS	405
2011-2012 Academic Calendar.....	405
2012-2013 Fall Semester.....	406
2012-2013 Spring Semester.....	407
2012-2013 Summer Semester	408

The information presented here is current as of August 2012.
Please visit 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 for you to choose from ranging from accounting to culinary arts to welding and many things in between. Our classes are convenient – offered daytime, 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 learning something you have long been interested in, you can find just what you're looking for at our locations in Savannah, 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 and military personnel and dependents, the HOPE Scholarship and HOPE Grant assist with the cost of tuition. Federal Pell grants, VA assistance, direct student loans, private scholarships and college-work study round out the options for financial aid.

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

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: 466 students were enrolled.

1937: An Evening Trade Extension program started at the Savannah High and Cuyler Street schools and is 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 for summer quarter and adult evening classes started that fall.

1984: The Savannah Tech Foundation and Advisory Council was 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 the 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; the College received the Georgia Focus Recognition Award for organizational performance.

2006: New facilities open on the Savannah Campus - an expanded Campus Shop and new One Stop Student Success Center bring new services to students. Enrollment at Liberty Campus sets records; overall enrollment pushes 6,000. College earns re-accreditation through the Commission on Colleges of the Southern Association of Colleges and Schools.

2007: Crossroads Technology Campus opens eight new state-of-the-art wireless classrooms; the 11,716 square foot Effingham Campus opens.

2009: Academic Commons opens on Savannah Campus adding 23 new classrooms, labs and faculty offices, marking the first building designed using green sustainable technology.

2010: 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.

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 nearly 5,000 students each semester in Bryan, Chatham, Effingham and Liberty Counties, offering more than 100 certificate, diploma and associate degree programs in fields ranging from automotive technology to surgical technology and from marketing to computer information systems to culinary arts and beyond.

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. Savannah Technical College offers community-based programs in culinary arts, health care, masonry, broadcast production and more, making it easier for students of all ages to acquire new skills and improve their lives.

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 both for postsecondary education and the careers of their choice. Federal resources help ensure that career and technical programs are academically rigorous and up-to-date with the needs of business and industry.

Perkins funds are used for the following types of activities:

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 of with facilities at all three campuses. Together, the holdings include approximately 34,000 books, 3000 DVDs/VHS tapes, relevant periodicals, 60,000 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's 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, evenings, and weekends for easy student accessibility.

ACCREDITATIONS

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

PROGRAM:

ACCREDITING AGENCY:

Automotive Technology

National Automotive Technicians Education Foundation (ASE)

Culinary Institute of Savannah

American Culinary Federation Educational Institute

Dental Assisting

American Dental Association - Commission on Dental Accreditation

Electronics and Computer Engineering Technology

Accredited by the Technology Accreditation Commission of ABET,
<http://www.abet.org>

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.

Practical Nursing

Georgia Board of Examiners of Licensed Practical Nurses;
National League of Nursing Accrediting Commission, Inc.,
3343 Peachtree Road. NE., Suite 850, Atlanta, GA 30326

Student Enrichment Center

College Reading and Learning Association (National Certification)

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 Technical and Adult Education. 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 8:00 a.m. in the Executive Board Room on the Savannah Campus.

SAVANNAH TECHNICAL COLLEGE LOCAL BOARD OF DIRECTORS

Jimmy Burnsed, Chair
Bryan County

Donald Lovette, Vice Chair
Liberty County

Vacant
Effingham County

Cathy Hill
Chatham County

Mary Chatman
Chatham County

Thurmond Tillman
Chatham County

Vacant
Effingham County

Tom Ratcliffe
Liberty County

Don Tomberlin
Chatham 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 2011-12:

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

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.

SAVANNAH TECHNICAL COLLEGE FOUNDATION BOARD OF TRUSTEES

Officers:

Chair, Jim LaHaise, The Coastal Bank
Vice Chair, Helen Downing
Secretary, John M. Coleman, Bonitz of Georgia, Inc.
Treasurer, Richard Henry, Holland, Henry, and Bromley, LLP
Past Chair, Scott Center, National Office Systems, Inc.

Trustees:

Jennifer Abshire, Abshire Public Relations
Celia Dunn, Celia Dunn Sotheby's International Realty
Richard Estus, E.M. Security Services, Inc.
Linda Evans
Brian Foster, First Chatham Bank
Stephen Green, Morris Martin Manning Green Consulting
Lee Hughes, Hughes Public Affairs AI
Kennickell, The Kennickell Group Pete
Liakakis, United Detective Agency
Bates Lovett, Hunter Maclean
J. Michael Moore
Dr. Jules B. Paderewski, Paderewski Management Company
Benjamin E. Price, Wells Fargo Advisors, LLC
Stan Sparks, Georgia Power
Whip Triplett, North Point Hospitality Group
Steve Weathers, Savannah Economic Development Authority

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.

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 (grade of “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 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 accredited by an agency approved by the Technical College System of Georgia (TCSG). Graduates of unaccredited high schools must obtain a GED.

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

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

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

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

The President of Savannah Technical Colleges 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.
- 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 the COMPASS/ASSET 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.
- Complete the Free Application for Federal Student Aid (FAFSA) online (if seeking financial assistance) at www.fafsa.ed.gov or complete the HOPE Grant/ Scholarship Application at www.GAcollge411.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 post-secondary (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 post-secondary 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.
- 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.
- Submit official transcripts (in a sealed envelope) from all post-secondary 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. Transient students must:

- Submit a completed application for admission.
- Pay a one-time non-refundable \$20.00 application fee.
- 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.

Savannah Technical College does not authorize financial aid for transient students; therefore, applicants will be required to pay all fees.

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 for application details and schedule.

Special Admit (Non Credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma or associate degree are granted Special Admit status. Special Admit students must:

- Submit a completed application for admission.
- Pay a one-time non-refundable \$20.00 application fee.
- 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.
- May enroll in classes only on a space available basis.

Savannah Technical College does not authorize financial aid for special students; therefore, applicants will be required to pay all fees.

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 numbers of hours taken as a special admit student does not waive the regular admission process.

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) 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 do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

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 numbers of hours taken as a special admit student does not waive the regular admission process. Students with this status are not eligible for federal financial aid (i.e. Pell, SEOG, or Federal Work Study).

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 offers opportunities for students to earn a technical college credential while attending high school. A dual enrollment student earns high school credit while also earning 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 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 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 and must be program ready (see Regular Admit status above).
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 taken in the ACCEL program will count towards HOPE Scholarship paid hours.
9. The ACCEL program is only available during the academic year; courses may not be taken in the summer.

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

1. Submit a completed International Student Application with the \$20.00 non-refundable application fee in U.S. currency by credit card, money order or check drawn on a U.S. bank payable to Savannah Technical College by the appropriate admission deadline.
2. Applicants must submit an evaluation of high school and college academic records for coursework completed outside of the United States of America. College transcripts from U.S. colleges may be mailed from those institutions. All documents must be received by the application deadline. Applicants with a college degree are not required to submit a high school evaluation. All international transcripts must be evaluated by an approved evaluation service and sent directly to the college. High school transcripts or diplomas should be evaluated by the document by document evaluation method. The following agencies are recommended:

Josef Silny & Associates, Inc.
7101 SW 102 Avenue
Miami, FL 33173
Telephone: 305. 273.1616
Fax: 305. 273.1338
E-mail: info@jsilny.com
Website: <http://www.jsilny.com/>

Lisano International
P.O. Box 407
Auburn, AL 36831
Telephone: 334. 745.0425
E-mail : LisanoINTL@AOL.com
Website: <http://www.lisano-intl.com/>

World Education Services
Bowling Green Station
P.O. Box 5087
New York, NY 10274
Telephone: 212.966.6311
E-mail: info@wes.org
Website: <http://www.wes.org/>

3. Submit original financial documentation. The school estimates it will cost \$16,500 USD to study at Savannah Technical College for one academic year. One academic year equals two academic semesters or nine months.

Estimated costs for one academic year:

Tuition and Fees: \$7,452 USD

Books: \$1,000 USD

Living Expenses: \$8,000 USD

The student or sponsor must provide a bank letter verifying a minimum of \$16,500 USD. All bank correspondence should be written on official bank stationery and certified or notarized by an officer of the bank with the bank address and telephone number printed clearly. Financial documentation must be dated within the last three months, and funds must be stated in the U.S. currency equivalent. If a student plans to bring dependents (spouse, children) to the U.S, the financial document must show an additional \$2,500 USD for each dependent.

4. Submit the International Student Sponsor Form. Sponsors must complete the International Student Sponsor Form and have it properly notarized. If the document is not in the English language, a certified translation must be submitted with the document.
5. Savannah Technical will not accept faxed or photocopied documents as official documents.

INTERNATIONAL TRANSFER STUDENTS

In addition to the above mentioned documents, international students who are currently attending a college or university in the U.S. must submit the following:

1. Photocopy of current I-20
2. Photocopy of current visa
3. Photocopy of current I-94
4. Official transcript of all coursework completed at current school
5. International Student Transfer Form

INTERNATIONAL STUDENTS SEEKING A CHANGE TO F1 OR M1 STATUS

In addition to the above mentioned documents, international students who are seeking a change to F1 or M1 status must submit the following:

1. Photocopy of current visa
2. Photocopy of current I-94
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. 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 912.443.5706.

RESIDENCY INFORMATION

Savannah Technical College recognizes three student residency categories: Georgia resident, out-of-state, and non-citizen. The student residency category governs the tuition rate paid by the student.

A Georgia resident is an individual who is a United States citizen or eligible non-citizen who is domiciled in the State of Georgia for a period of at least 12 months prior to the first day of classes for which the person is intending to enroll and meets the in-state

tuition requirements of the Technical College System of Georgia. A domicile is 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 intent to remain permanently or indefinitely.

An out-of-state student is an individual 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 semester for which the individual is intending to enroll.

A non-citizen student is an individual who is not United States born or naturalized citizen of the United States.

An eligible non-citizen is an individual who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an eligible non-citizen.

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 pay tuition and fees at a rate of two times charged Georgia residents. Non-citizen students will pay tuition and fees at a rate of four times that charged Georgia Residents. Eligible non-citizen students will pay tuition and fees based on the same rules as the Georgia resident. Savannah Technical College shall require students to identify his or her country of lawful residence on the admissions application and may require submission of other information necessary to make a determination of the student's legal domicile for tuition rate and student advisement purposes.

DEFINITIONS

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 intent to remain permanently or indefinitely.

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.

Georgia Resident: an individual or the status of such individual who is a United States Citizen or Eligible Non-Citizen and is domiciled in the State of Georgia and meets the in-state tuition requirements of Technical College System of Georgia (TCSG).

Non-Citizen Student: a person who is not a United States born or naturalized citizen of the United States.

Out-of-State 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.

PROCEDURE:

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

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

B. The President of each technical college has the authority to determine whether the college will make application to the Immigrations and Customs Enforcement to be approved to accept international students as provided by law.

- C. On the application for admission, the technical colleges shall require students to identify his or her country of lawful Residence and may require the submission of other information necessary to make a determination of a student's legal domicile for tuition-rate and student advisement purposes.

IN-STATE TUITION WAIVERS

Students in the following classifications are eligible for in-state tuition waivers which reduces the tuition from the out-of-state to the in-state tuition rate. 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 represent, 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.

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.

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.

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.

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.

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.

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. The student must enroll in Savannah Technical College within 24 months of graduation to receive articulated credit.
2. Students must meet the admissions requirements of Savannah Technical College.
3. The 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. Students 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. The 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.

TRANSFER CREDIT

Course credit may be awarded for courses completed with a "C" or better from a college or university 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. 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.

ADVANCED PLACEMENT EXAMINATIONS

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 a sixty month time limit to transfer computer concepts and computer lecture courses. If over sixty months, see the credit by exam list to see if specific course(s) may qualify.

There is a twenty-four month time limit to transfer health occupation courses into Savannah Technical College for awarded credit in subject codes of AHS, NSG, and NPT. If over twenty-four months, see the credit by exam list to see if specific course(s) may qualify.

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

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.

TRANSFER GUIDELINES

Internal Guidelines

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 ENGL 1012. 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

External Guidelines

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 the types of financial assistance available, and specify application procedures, eligibility requirements, when and how financial aid payments are made, and other information pertinent to the overall process.

It is recommended that anyone desiring financial aid apply six to eight weeks prior to the term you will attend. The Free Application for Federal Student Aid (FAFSA) information for applying for financial aid can be obtained online at <http://www.fafsa.ed.gov>. Assistance with the completion of your FAFSA online is available in the Financial Aid Office. The phone numbers for the Financial Aid Offices (all campuses) are as follows: 912.443.4795 (Savannah); 912.408.3024 (Liberty); 912.754.2880 (Effingham).

FINANCIAL ASSISTANCE

Savannah Technical College has several types of financial assistance to help qualifying applicants pay for their education. Funds are available through the Federal Pell Grant, the Georgia HOPE Grant, the Georgia HOPE Scholarship and other scholarship and grant programs. Students may also be eligible for assistance through various veterans' programs. Grant and scholarship programs operate on an award year basis that begins July 1st and ends June 30th. Students must apply or reapply each year in order to receive or 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), if required;
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 award to help persons pay for their education after high school who have not earned a bachelor's degree. The amount a student receives will depend on the Expected Family Contribution (EFC) shown on the Student Aid Report (SAR) or Institutional Student Information Record (ISIR), how many registered course credit hours, the cost of attendance, program eligibility and the size of the federal appropriations. Lifetime Pell eligibility is limited to 18 semesters after 2008.

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

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

1. Once registered for class(es), students must come into the Financial Aid Office to obtain the requirements of the Work-Study Program.
2. The Financial Aid Office will calculate the student applicant's need according to Federal regulations to determine their eligibility for Work-Study.
3. The Financial Aid Office gives applications to those students which are determined eligible.
4. The Financial Aid Office forwards the completed applications to specific departments having vacant Work-Study positions.
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 submits 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 federal program that provides assistance for students with a financial need. Need is determined by the Expected Family Contribution (EFC) shown on the SAR or ISIR. Semester awards can range from \$100 to \$4,000. Priority is given to students who have lower EFCs'. Students should be receiving a Federal Pell Grant to be considered for FSEOG. Students must not be receiving assistance from any other form of financial aid other than the Federal Pell Grant and HOPE Grant to receive FSEOG.

Federal Direct Stafford Loans

Direct Stafford Loans, from the William D. Ford Federal Direct Loan (Direct Loan) Program, are low-interest loans for eligible students to help cover the cost of higher education. Eligible students borrow directly from the U.S. Department of Education. Direct Stafford Loans include the following types of loans:

Direct Subsidized Loans

Direct Subsidized Loans are for students with financial need. Savannah Technical College Financial Aid Office will review the results of your Free Application for Federal Student Aid (FAFSA) and determine the amount you can borrow. You are not charged interest while you're in school at least half-time; however, interest does accrue during grace periods and deferment periods.

Direct Unsubsidized Loans

Demonstration of financial need is not required to receive a Direct Unsubsidized Loan. Like subsidized loans, Savannah Technical College will determine the amount you can borrow. Interest accrues (accumulates) on an unsubsidized loan from the time it's first paid out. You can pay the interest while you are in school and during grace periods and deferment or forbearance periods, or you can allow it to accrue and be capitalized (that is, added to the principal amount of your loan). If you choose not to pay the interest as it accrues, this will increase the total amount you have to repay because you will be charged interest on a higher principal amount.

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

Students enrolling in diploma or certificate programs are eligible for the HOPE Grant regardless of their high school graduation year or grade point average. Students are eligible to receive HOPE funds for any and all certificate or diploma programs, provided they meet the standards for satisfactory progress. HOPE will pay tuition amount as 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 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 post-secondary 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 GPA requirement of 3.0 after attempting the 30th and 60th hour.
- Eligible students may receive the HOPE Grant for up to 63 semester credit hours, provided they make satisfactory progress and have a 3.0 in the semester they attempt the 30th and 60th hour.

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

HOPE is a state tuition assistance program funded by the Lottery for Education. HOPE will pay tuition amount as 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 post-secondary 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 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 progress and have a 3.0 cumulative GPA in the semester that they are attempting to complete the 30th, 60th and 90th hour.

HOPE 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 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 for degree programs. 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 - A state grant for a one-time non-renewable payment award of \$500 awarded 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 post-secondary 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. The Zell Miller scholarship program is to encourage the academic achievement of Georgia's high school students and Georgians seeking degrees from post-secondary institutions in Georgia. Scholarship will pay tuition amount as 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 post-secondary 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.GAcollge411.org>

A state funded award created to provide financial aid to students seeking a post-secondary 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 (**summer**, fall or spring). 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 <http://www.GAcollge411.org>.

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. Application forms and assistance in filing for education benefits is available from the Financial Aid Office.

Veterans must attend scheduled classes and continue to show satisfactory progress. 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.

OTHER FINANCIAL AID OPTIONS

Workforce Investment Act (WIA) - 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 their local office of the Department of Human Resources, Division of Rehabilitation Services for details. Contact the Department of Labor for more information.

Scholarships

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.

APPLICATION PROCEDURES FOR STUDENTS SEEKING ASSOCIATE DEGREES, DIPLOMAS OR OTHER FEDERAL PELL ELIGIBLE PROGRAMS

Students enrolling in a Federal Pell eligible program must complete the Free Application for Federal Student Aid (FAFSA). 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 can be obtained online at <http://www.fafsa.ed.gov> or by phone at 1.800.433.3243. Students may contact the Financial Aid Office for more information.

Once the FAFSA application is completed online, the student must either mail the signed signature page to the address provided or 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. 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 HOPE Grant or Scholarship. 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.

APPLICATION PROCEDURES FOR STUDENTS SEEKING A NON-PELL ELIGIBLE PROGRAM

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 SAR are accurate. Documentation may include, but is not limited to:

1. Verification Worksheet
2. Signed copy of student's Federal Income Tax Return
3. W-2's of student, spouse, or parent
4. Student's Social Security Card
5. TANF (Temporary Assistance for Needy Families) benefit reports
6. Child Support Received Report
7. IRS Non-filer letter
8. Copy of divorce or separation document
9. Birth Certificate
10. 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.

FUND DISBURSEMENT

Students may authorize Savannah Technical College to deduct tuition and fees from their award each semester. The balance of the award will be paid directly to the student during the semester. The check(s) will be mailed to the student's last reported address by the Business Office.

Disbursement of books and supplies for Pell 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

During the first three instructional calendar days of each semester, 100% of tuition and fee charges will be refunded if the student withdraws. Any refunds will be returned to the appropriate financial aid program. No refund of tuition or fees will be made after three instructional calendar days. Examples of refund calculations are available in the Financial Aid Office.

FEDERAL REFUND POLICY FOR STUDENTS WHO WITHDRAW (RETURN OF TITLE IV AID)

Students receiving assistance from Title IV programs (Federal Pell Grant and FSEOG) are entitled to receive an amount of aid depending upon the amount of aid earned. If a student completes more than 60% of the term, he or she will earn 100% of the aid for that period. If a student completes 60% or less of the term, the percentage of the period completed is equal to the percentage of aid earned. The percentage completed will be calculated by counting the number of days attended up to the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date.

The Title IV 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 student will receive the balance. If the amount of Title IV 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) 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 that all financial aid recipients earn a cumulative 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 towards the 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 are not excused from financial aid probation (suspension) nor are exempt from appealing in a timely manner. Students may log into BANNER Web at any time to check their academic 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 80 credit hours, the maximum timeframe to complete the program and receive financial aid is 120 attempted credit hours. 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 should not 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 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 in writing when they are placed on warning status.

Financial Aid Suspension

Failure to meet the minimum GPA or 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 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 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

Within five (5) calendar days after notification, students for whom financial aid eligibility have been suspended have the right to petition the Financial Aid Appeals Committee for reinstatement of federal financial aid eligibility. Students must submit to the Financial Aid Office a completed/signed Appeal of Financial Aid Suspension form and include a letter of appeal describing the basis for the appeal (i.e., death of a relative, an injury or illness of the student, or other special circumstances). The appeal should also include an explanation of what has changed that would allow the student to demonstrate satisfactory academic progress during the next semester of enrollment. The Financial Aid Appeals Committee will evaluate each appeal on a case-by-case basis.

Financial Aid Probation

An appeal approved by the committee may require that certain conditions be met in order for federal financial aid eligibility to be reinstated on a probationary basis for 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.

Students for whom an appeal for financial aid reinstatement is denied may continue enrollment at Savannah Technical College at their own expense with academic approval from program of study Academic Affairs Dean. Students may make payment online or at the Cashier's Office located in the Campus Shop.

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.

SEMESTER TUITION AND FEES

Effective Spring Semester 2013

(Tuition and fees are subject to change)

Full-time Tuition (15 credit hours or more per semester - Associate Degree, Diploma, or Certificate)	
In-State	\$1,275.00
Out-of-State	\$2,550.00
Foreign National on Student VISA	\$5,100.00
Tuition Per Credit Hour (Fewer than 15 credit hours per semester - Associate Degree, Diploma, or Certificate)	
In-State	\$85/credit hour
Out-of-State	\$170/credit hour
Foreign National on Student Visa	\$340/credit hour
Mandatory Fees (for all programs)	
Application Fee (one-time, non-refundable)	\$20.00
Registration Fee	\$50.00
Insurance Fee	\$6.00
Student Activity Fee	\$25.00
Technology Fee	\$55.00
Instructional Fee	\$50.00
Miscellaneous Fees	
Late Registration Fee	\$45.00
Parking Decal Replacement	\$5.00
Transcript Fee	\$5.00
Graduation Fee (participation in graduation ceremony)	\$35.00
Diploma Replacement Fee	\$25.00
Return Check Fee	\$30.00
Retest Fee	\$15.00
Student Liability Insurance Fee (various programs)	\$16.00
Student I.D. Replacement Fee	\$5.00
Special Programs - Tuition - Commercial Truck Driving (CDL)	
In-State	\$1,125.00
Out-of-State	\$2,250.00
Foreign National on Student Visa	\$4,500.00
Commercial Driver's License Test Fee	\$50.00
Commercial Driver's License Equipment Rental Fee	\$150.00
Commercial Driver's License Fuel Surcharge Fee	\$185.00
Special Programs - Police Officer Academy (POA)	
In-State	\$2,250.00
Out-of-State	\$4,500.00
Foreign National on Student Visa	\$9,000.00

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.

REFUNDS OF TUITION AND FEES

1. All tuition and fees, excluding the application fee, shall be refunded to students who formally withdraw prior to the third calendar day of the term.
2. Students who withdraw after the first three calendar days of the term shall receive no refund.
3. STC shall refund unearned tuition, fees and other charges in accordance with the Department of Education's federally mandated fair and equitable refund policy for all students who receive Title IV assistance.
4. A student suspended for attendance, academic or other disciplinary reasons will not be eligible for a refund or any portion of any paid tuition and fees.

CAMPUS SHOP REFUND POLICY

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

1. Textbooks can be returned or exchanged within one week from the date the classes started.
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 calendar days 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 day after the final exams each semester.

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, tested, advised and registered 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/ADD COURSES

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

1. The Drop/Add form must be obtained in the Student Affairs Office or online.
2. The student must take the completed Drop/Add form to the Student Affairs Office. The Financial Aid staff will determine how the drop/add 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/Add form must be used for any student dropping a class during the drop/add period.
5. A Student Withdrawal Request form will be used if a student withdraws from a class.

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, tested, advised and registered through the Student Affairs Office.

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.

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 21 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.

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.

ELECTIVES

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

GRADING SYSTEMS

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 post-secondary 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”.

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

When a student repeats a course at Savannah Technical College, the highest grade will be computed for the purpose of graduation grade point average (GPA). 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
				27points 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 that Technical College.

The 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 program 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 web site at 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.

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

SATISFACTORY ACADEMIC PROGRESS

Savannah Technical College requires that all students earn a cumulative 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 towards the 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 financial aid and academic progress (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 are not excused from financial aid warning or suspension, nor are they exempt from appealing in a timely manner. Students may log into BANNER Web at any time to check their academic 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 64 credit hours, the maximum timeframe to complete the program and receive financial aid is 96 attempted credit hours. 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 should not change their major more than twice.

Academic/Financial Aid Warning

Students who fail to meet the minimum cumulative GPA or fail to complete an overall minimum of 67% of attempted credits at the end of a semester will automatically be placed on academic/financial aid warning for the subsequent semester of enrollment. During the warning period, students remain eligible for federal 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 in writing when they are placed on warning status.

Academic/Financial Aid Suspension

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

ACADEMIC SUSPENSION APPEAL

Students receiving an academic suspension and wishing to re-enter a program must petition the Academic Affairs Dean for their program of study or his/her designee. Upon meeting with the Academic Affairs Dean or his/her designee the following steps will be taken:

1. The student will fill out 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs 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 Director of Admissions for re-admit purposes.

Students may appeal the academic suspension before the beginning of the next semester by writing a letter to the Vice President for Academic Affairs. If the Vice President for Academic Affairs notes extenuating circumstances for the academic suspension, the suspension may be overturned for one semester. The decision of the Vice President of Academic Affairs is final.

STUDENT INITIATED WITHDRAWAL

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 the Admissions Office.

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 twice a year for associate degree, diploma, certificate and GED students who meet graduation requirements. 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. Receive a passing or satisfactory grade for all courses listed in the appropriate curriculum or accepted as a transfer credit from another college.
3. Earn a minimum grade of 2.0 (C) or better in all courses required by the program of study for graduation.
4. Meet any other program-specific requirements which have been approved by the Vice President for Academic Affairs.
5. Fulfill all financial obligations to Savannah Technical College and remove any "holds" on records.
6. 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.
7. 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 with acknowledgment from the student (see Embedded Certificate/Diploma below).
8. 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 whose requirements have been met.

DISTANCE EDUCATION INSTRUCTION (online, hybrid, video conferencing)

Savannah Technical College participates with the Georgia Virtual Technical College (GVTC) by offering courses over the Internet. Online (O) courses are taught utilizing the ANGEL Learning Management System over the Internet. Students come to campus only if their instructors require them to take a proctored test or for orientation at the beginning of the semester. Hybrid (K) courses mean 51% of the class is held in the classroom while the other 49% is offered through ANGEL. 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.

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.

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 ANGEL courses to be given attendance credit just as student would attend a traditional class in a classroom on campus. If a student does not enter their course(s) in ANGEL within the first three days of class, the student will be dropped as a "No Show". Students may obtain instructions to access ANGEL 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.html>.

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

Preamble

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. 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, Savannah Technical College and the Technical College System of Georgia establish this Student Code of Conduct.

ARTICLE I: DEFINITIONS

1. Appellate Board: as defined in the Student Disciplinary Policy and Procedure.
2. Faculty Member: any person hired by Savannah Technical College to conduct teaching, service, or research activities.
3. Judicial Body: as defined in the Student Disciplinary Policy and Procedure.
4. Member of the Technical College Community: any person who is a Student, Faculty Member, contractors, Technical College Official, or any other person/s involved with the Technical College or the community or employed by the Technical College.
5. 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.
6. 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 considered "Students."
7. Student Disciplinary Officer: as defined in the Student Disciplinary Policy and Procedure.

8. System: the Technical College System of Georgia.
9. Technical College: Savannah Technical College.
10. Technical College Official: any person employed by Savannah Technical College performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
11. 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).

ARTICLE II: PROSCRIBED CONDUCT

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 taken 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.

NON-ACADEMIC MISCONDUCT

1. Jurisdiction of the Technical College
Generally, Technical College jurisdiction and discipline shall be limited to conduct, which occurs on Savannah Technical College Premises, off-campus classes, activities, or functions sponsored by Savannah 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 Savannah Technical College's objectives.

2. Conduct Rules and Regulations

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

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 which 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). 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 College activities, including public service functions, and other duly authorized activities on Savannah Technical College Premises or at Savannah 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, the College premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. Presence on Savannah Technical College premises: The College prohibits unauthorized entry upon College premises, unauthorized entry into College premises or a portion thereof, which has been restricted in use, unauthorized presence on College premises after closing hours, or furnishing false information to gain entry upon College premises.
- d. Assembly: Savannah Technical College prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to a person 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: Georgia Law and Savannah Technical College prohibit possession or use of alcoholic beverages on College premises unless used for educational purposes or for a religious ceremony. Alcohol is also prohibited at Savannah Technical College sponsored or supervised functions unless permitted by the Savannah Technical College President. College sponsored or supervised functions will be permitted only if the event takes place at (1) a Savannah Technical College business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility and all provisions of the State Board of the Technical College System of Georgia Policy II.C.6. must be followed. Savannah Technical College further prohibits students being in a state of intoxication on College premises or at College sponsored or supervised functions (including off-campus functions) or in a College owned vehicle.
- 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 of 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 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 configuration, improper access to the College's network, and disconnection of College computers or devices.
- b. Electronic Devices: Unless otherwise permitted by Savannah Technical College Officials, the College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on College premises. Such devices include but are not limited to cell phones, beepers, walkie talkies, cameras, 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 by sending obscene, harassing or intimidating messages, jokes, or material.
- d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, Faculty Member or Savannah Technical College Official. This includes the unauthorized use of another individual's identification and password. Savannah Technical College prohibits any additional violation to the Department'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, especially their FAQ’s at 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

Savannah Technical College and the Technical College System of Georgia and its associated Technical Colleges are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all satellite campuses/off-site work units), within the designated school safety zone, or at any college sanctioned function in a manner contrary to state or federal law (Policy II.C.10).

8. Gambling

Savannah Technical College and 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.

10. Financial Irresponsibility

Savannah Technical College prohibits failure to meet any and all financial obligations to the College. All tuition and fees must be paid prior to the first day of class.

11. Violation of Technical College Policy

Violation of published 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 or students who reside in on-campus housing.

12. Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

13. Violation of 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.

14. Abuse of the Student Judicial Process, including but not limited to:

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

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, weapons, fighting with physical contact and vandalism. These offenses will result in immediate expulsion for a period of one year.

PROCEDURE: 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. Appellate Board: any person or persons designated by the President to consider an appeal from a Judicial Body's determination that a student has violated the Student Code of Conduct, other regulations, or from the sanctions imposed. The President may serve as the Appellate Board.
3. Business Days: weekdays that the Savannah Technical College administrative offices are open.

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 a Technical 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 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. 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 OR 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

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

STUDENTS:**Section 504/ADA Disability:****SAVANNAH AND CROSSROADS CAMPUSES:**

Teresa Adams – 912.443.5717
5717 White Bluff Road
Savannah, GA 31405-5521
tadams@savannahtech.edu

EFFINGHAM CAMPUS:

Robert Solomon – 912.754.2879
2890 Highway 21 South
Rincon, GA 31326
rsolomon@savannahtech.edu

LIBERTY CAMPUS AND FT. STEWART:

Terrie O. Sellers – 912.408.3024
100 Technology Drive
Hinesville, GA 31313
tsellers@savannahtech.edu

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 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@tcsg.edu
3. The Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment/retaliation/discrimination.
4. If the facts do support a finding of unlawful harassment/retaliation/discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.
5. If the facts do not support a finding of unlawful harassment/retaliation/discrimination, the matter will be closed.
6. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 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 that normally worn in the occupation for which the students are being trained. No shorts, tank tops, sleeveless shirts, bare midriffs or similar attire will be 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

The 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 areas on Savannah Technical College's campuses during class hours. Vehicles are required to be registered and a parking decal must be displayed prominently on the vehicle. Permits are available in the Student Affairs Office. Savannah Technical College does not assume any liability for damage incurred to any vehicle while on campus. Parking is at the owner's risk. Individuals parking vehicles on campus should not have in or on their vehicle any firearms, fireworks, alcoholic beverages, illegal drugs, or stolen property. 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.

Telephone and Personal Electronics

Public telephones are available for student use on each campus. Office telephones are for STC business and not for student use. Students are not permitted to receive calls during class hours except in cases of emergency. 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.

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.

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 1109 in Goodman Hall and may be reached at 912.356.2300. Crime statistics are available at:

http://www.savannahtech.edu/cwo/Current_Students/Campus_Life/Crime_Statistics.

Attendance/Withdrawal/Reinstatement

Because attendance is a critical factor in meeting the academic criteria required for successful completion of each class, a student will be withdrawn from a class after missing fifteen percent (15%) of the scheduled hours in the class. This policy will encompass all Savannah Technical College campuses and affect all technical certificates of credit, diploma, and degree classes.

In the event of extraordinary circumstances, consideration for reinstatement may be requested in writing to the Academic Dean. The Academic Dean will review the circumstances and may reinstate a student. As a condition of reinstatement, a student will be required to complete all work as assigned by the instructor in order to successfully complete the class. Failure to complete all assigned work may result in an incomplete or failing grade for the class.

Make Up of Work Missed

Students must make up all work no matter the circumstance. The appropriate Academic Dean must approve each department's policy on make-up work. Also, while course work may be made up, missed class time may not be made up. The instructor must keep a running total of the absences of all students.

On-Line Class Delivery

A student must sign into their online course at least twice per week and the sign-ins must occur on two different days during the week. Each sign-in counts as half of the attendance for that week. A student may miss up to three sign-ins in a class. Once a student exceeds three and reaches the fourth missed sign-in, the student will be dropped from the class.

Attendance 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 the Practical Nursing, Cosmetology, or any other 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 orientation program is offered each semester to all students via the web and/or in-person. 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.

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 Allied Health or Cosmetology clinical classes 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 worn 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 check out books from the library, to have access to computer labs, and to gain admission to various student activities. New students receive an ID card free of charge; replacement cards cost \$5.00.

Lost and Found

Students may contact the Public Safety Office on each campus for lost and found items.

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 denies 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 fund-raising activities are consistent with overall college objectives. The 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 post-secondary 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

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 2012):

Association of Computer Information Systems	Paralegal Association
Barbering Club	Peace Officer Academy Club
Construction Management Student Association	Phi Beta Lambda (PBL)
Cosmetology Club Dental	Phi Theta Kappa Honor Society
Assisting Club Electrical	Practical Nursing Club (Liberty)
Construction Club	Practical Nursing Club (Savannah)
Emergency Medical Services Club	Savannah Association for Education of Young Children (SAEYC)
Engineering Technology Club	Savannah Chefs Association Junior Chapter
Historic Preservation Club	Southern Welders
HVAC Club	Student Leadership Council (SLC)
Industrial Technology Club	Savannah Tech Customizers - Auto Collision Club
International Association	Student American Dental Hygienists' Association
Liberty Association for Education of Young Children (LAEYC)	Surgical Technology Club
Medical Assisting Club	
National Technical Honor Society (NTHS)	

This is a local, regional, and state competition involving students.

GEORGIA OCCUPATIONAL AWARD OF LEADERSHIP

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 in Atlanta where Georgia's technical college student of the year is announced.

This is a state and national competition involving students.

SKILLS USA

Skills USA is a professional organization that recognizes outstanding students in secondary and post-secondary 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:

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 tadams@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.

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

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.

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

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

STUDENTS:

Section 504/ADA Disability

SAVANNAH AND CROSSROADS CAMPUSES

5717 White Bluff Road

Savannah, GA 31405-5521

Teresa Adams - 912.443.5717

tadams@savannahtech.edu

Section 504/ADA Disability

EFFINGHAM CAMPUS

2890 Highway 21 South

Rincon, GA 31326

Robert Solomon - 912.754.2879

rsolomon@savannahtech.edu

Section 504/ADA Disability

LIBERTY CAMPUS AND FORT STEWART

100 Technology Drive

Hinesville, GA 31313

Terrie O. Sellers - 912.408.3024

tsellers@savannahtech.edu

STUDENT CONSUMER INFORMATION

Savannah Technical College 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 2011 semester. The percentage of full-time students in that term who received the Pell Grant is also included.

Category	Percentage of full-time enrollment
Male	38.5%
Female	61.5%
Nonresident Alien	2.9%
Hispanic/Latino	6.7%
American Indian or Alaska Native	0.6%
Asian	2.7%
Black or African American	38.8%
Native Hawaiian or Other Pacific Islander	0.2%
White	45.0%
Two or more races	2.5%
Race and ethnicity unknown	0.4%
Pell Grant Recipients	76%

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
(Programs subject to change)

**ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS**

Accounting
Air Conditioning Technology
Automotive Technology
Baking and Pastry
Business Administrative Technology
Business Management
Computer Support Specialist
Construction Management
Criminal Justice Technology
Culinary Institute of Savannah-Culinary Arts
Drafting Technology
Early Childhood Care/Education Electrical
Utility Technology Electrical/Computer
Engineering Technology Fire Science
Technology
Historic Preservation and Restoration
Industrial Systems Technology
Marketing Management
Networking Specialist
Paralegal Studies
Paramedicine
Residential Weatherization & HVAC Specialist
Surgical Technology

**ASSOCIATE OF SCIENCE
DEGREE PROGRAMS**

Dental Hygiene

DIPLOMA PROGRAMS

Accounting
Air Conditioning Technology
Aircraft Structural Technology
Automotive Collision Repair
Automotive Fundamentals
Automotive Technology
Baking and Pastry
Barbering
Business Administrative Technology
Business Management
CNC Technology
Computer Support Specialist
Construction Management
Cosmetology
Criminal Justice Technology
Culinary Institute of Savannah-Culinary Arts
Dental Assisting
Drafting Technology
Early Childhood Care/Education
Electrical Systems Technology
Electrical Utility Technology
Fire Science Technology
Historic Preservation and Restoration
Hotel/Restaurant/Tourism Management
Industrial Systems Technology
Machine Tool Technology
Marketing Management
Medical Assisting
Networking Specialist
Paramedicine
Practical Nursing
Residential Weatherization & HVAC Specialist
Surgical Technology
Sustainable Technology
Welding and Joining Technology

TECHNICAL CERTIFICATE OF CREDIT PROGRAMS

Advanced Emergency Medical Technician (AEMT)	Family Child Care Specialist
Advanced Shielded Metal Arc Welder	Fire Officer I
Aircraft Assembly Technician	Fire Officer II
Air Conditioning Electrical Technician	Firefighter I
Air Conditioning Technician Assistant	Firefighter II
Automotive Chassis Technician Specialist	Flux Cored ARC Welder
Automotive Climate Control Technician	Gas Tungsten Arc Welder
Automotive Collision Repair Assistant I	Gas Metal Arc Welder
Automotive Collision Repair Assistant II	Green Building Technician
Automotive Electrical/Electronic Systems Technician	Green Hydronic Heat Specialist
Automotive Engine Repair Technician	Health Care Assistant
Automotive Engine Performance Technician	Health Care Science
Automotive Refinishing Assistant II	Historic Preservation and Restoration Technician
Automotive Transmission/Transaxle Technician Specialist	Human Resource Management Specialist
Basic Fire Company Officer	Industrial Electrical Assistant
Basic Law Enforcement (offered by the Peace Officer Academy)	Industrial Instrumentation Assistant
Basic Shielded Metal Arc Welder	Industrial Maintenance Assistant
CAD Operator	Infant and Toddler Child Care Specialist
CAD Operator Mechanical	Lathe Operator
CATIA Technician	Luxury Craft Cabinetmaking
CDA Preparation	Marketing Specialist
Central Sterile Processing	Masonry Apprentice
Certified Construction Worker	Medical Coding/Insurance Data Entry Specialist
Certified Customer Service Specialist	Medical Front Office Assistant Microsoft
Certified Manufacturing Specialist	Network Administrator Microsoft Office
Certified Nursing Assistant	Application Professional Mill Operator
Certified Warehousing and Distribution Specialist	Nail Technician
Child Development Associate Preparation	Nurse Aide
Child Development Specialist	Patient Care Assistant
CISCO Networking Specialist	PC Repair and Network Technician
CNC Specialist	Phlebotomy Technician
Commercial Truck Driving	Photovoltaic Systems Installation/Repair Technician
Concrete Forming	Programmable Control Technician I
Construction Management Apprentice	Residential Energy Auditor
Construction Manager Crime	Residential Wiring Technician
Scene Investigation Criminal	Sales Representative
Justice Fundamentals	Shampoo Technician
Early Childhood Program Administration	Small Business Marketing Manager
Early Childhood Exceptionalities	Team Supervisor
Electrical/Mechanical Manufacturing Technician	Technical Specialist
Electrical Utility Technician	Vertical Shielded Metal ARC Welder
Emergency Medical Technician (EMT)	
Entrepreneurship	

Please visit www.savannahtech.edu for the most current listing of available programs

AC13 Accounting
Associate of Applied Science
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	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:

Test:	ASSET	X COMPASS	Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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	
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

ACCT 1120 - Spreadsheet Applications	4
ACCT 1125 - Individual Tax Accounting	3
ACCT 1130 – Payroll Accounting	3
Accounting Electives (See Advisor)	18

**AC12 Accounting
Diploma**
Offered at the Savannah and Liberty Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

Basic Skills Courses

ENGL 1010 - Fundamentals of English I	3
---------------------------------------	---

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 Courses - 3 credits

MATH 1011 - Business Math	3
MATH 1012 - Foundations of Mathematics	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 1115 - Computerized Accounting	3
ACCT 1120 - Spreadsheet Applications	4
ACCT 1125 - Individual Tax Accounting	3
ACCT 1130 - Payroll Accounting	3
Accounting Electives (See Advisor)	6

**EMH1 Advanced Emergency Medical Technician (AEMT)
Technical Certificate of Credit**

Offered at Savannah and Liberty Campus

Program Entrance Term	Fall/Spring
Minimum Length of Program	1 Term(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: 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. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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

OSM1 Advanced Shielded Metal Arc Welder
Technical Certificate of Credit
Offered at the Savannah and Effingham Campus

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	No

Minimum Test Scores:

	Test:	ASSET	COMPASS	Not Required
Reading:			70	
English:			32	
Math:			26	
Algebra:			n/a	

Other conditions for Admission (if any): Completion of the Basic Shielded Metal Arc Welder TCC.

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

ACK1 Air Conditioning Electrical Technician
Technical Certificate of Credit
Offered at the Savannah and Liberty Campus

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	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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

Offered at the Savannah and Liberty Campus

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

Program Description: The Refrigeration 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	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
AIRC 1005 - Refrigeration Fundamentals	4
AIRC 1010 - Refrigeration Principles and Practices	4
AIRC 1020 - Refrigeration Systems Components	4

ACT3 Air Conditioning Technology
Associate of Applied Science
Offered at the Savannah and Liberty Campus

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 skill 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:

Test:	ASSET	X	COMPASS	Not Required
Reading:			79	
English:			62	
Mathematics:			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	
AIRC 1005 - Refrigeration Fundamentals	4
AIRC 1010 - Refrigeration Principles and Practices	4

AIRC 1020 - Refrigeration Systems Components	4
COMP 1000 – Introduction to Computers	3
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
Course Electives-Choose minimum 8 credits	
AIRC 2005 - Design and Application of Light Commercial Air Conditioning	3
AIRC 2010 - Light Commercial Air Conditioning Control Systems	3
AIRC 2020 - Light Commercial Air Conditioning Systems Operation	5
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

Offered at the Savannah and Liberty Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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

**AA61 Aircraft Assembly Technician
Technical Certificate of Credit**
Offered at Savannah and Crossroads Campus

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

Program Description: The Aircraft Assembly Technician certificate program will provide technical training to existing industry and individuals interested in obtaining aircraft structural assembly skills. This program will provide a minimum of training for job market entry and/or upgrading for existing industry personnel and could lead to continued training for a diploma. This program results from industry requesting new personnel with the skills addressed in the aircraft structural courses included in this program.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
ASTT 1010 - Basic Blueprint Reading	4
ASTT 1030 – Structural Fundamentals	3
Choose one of the following two courses	
ASTT 1020 - Aircraft Blueprint Reading	3
ASTT 1070 - Aerodynamics	2

AST2 Aircraft Structural Technology

Diploma

Offered at the Savannah and Crossroads Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	49

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

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

Basic Skills Core

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

Occupational Courses

COMP 1000 - Introduction to Computers	3
ASTT 1010 - Basic Blueprint Reading	4
ASTT 1030 - Structural Fundamentals	3
ASTT 1020 - Aircraft Blueprint Reading	3
ASTT 1040 - Structural Layout and Fabrication	5
ASTT 1050 - Aerospace Quality Management	3
ASTT 1070 - Aerodynamics	2
ASTT 1100 - Sealants	2
ASTT 1090 - Composites and Bonded Structures	4
ASTT 1110 - Corrosion Control	5
ASTT 1120 - Aircraft Metallurgy	4

ASG1 Automotive Chassis Technician Specialist

Technical Certificate of Credit

Offered at the Savannah and Liberty Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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**

Offered at the Savannah and Liberty Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 1060 - Automotive Climate Control Systems	5

**ACR2 Automotive Collision Repair
Diploma**
Offered at the Savannah Campus

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:

	Test	ASSET	X COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

Credits

Basic Skills Core

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

Occupational Courses

ACRP 1000 - Introduction to Automotive Collision Repair	4
ACRP 1005 - Automobile Component Repair and Replacement	4
ACRP 1010 - Foundations of Collision Repair	5
COMP 1000 - Introduction to Computers	3
ACRP 1015 - Fundamentals of Automotive Welding	4
ACRP 1018 - Mechanical and Electrical Systems	4
Complete One of the Following Specializations	
Refinishing Specialization	
ACRP 2000 - Introduction to Refinishing	5
ACRP 2005 - Fundamentals of Refinishing I	5

ACRP 2008 - Fundamentals of Refinishing II	3
ACRP 2009 - Refinishing Internship	3
Major Collision Repair Specialization	
ACRP 2010 - Major Collision Repair	5
ACRP 2015 - Major Collision Replacements	5
ACRP 2019 - Major Collision Repair Internship	3

AB51 Automotive Collision Repair Assistant I
Technical Certificate of Credit
Offered at the Savannah Campus

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 certificate program prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component replacement, automotive welding techniques, and mechanical and electrical systems.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
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
Offered at the Savannah Campus

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

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
ACRP 1010 - Foundations of Collision Repair	5
ACRP 2010 - Major Collision Repair	5
ACRP 2015 - Major Collision Replacements	5

AE41 Auto Electrical/Electronic Systems Technician
Technical Certificate of Credit
Offered at the Savannah and Liberty Campus

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:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7

**AE51 Automotive Engine Performance Technician
Technical Certificate of Credit**

Offered at the Savannah and Liberty Campus

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/electronics 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:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
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**
Offered at the Savannah and Liberty Campus

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, basic 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:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
AUTT 1010 - Automotive Technology Introduction	2
AUTT 1020 - Automotive Electrical Systems	7
AUTT 2010 - Automotive Engine Repair	6

**AF12 Automotive Fundamentals
Diploma**
Offered at the Savannah and Liberty Campus

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 Auto 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:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

Credits

Basic Skills Core		
MATH 1012 - Foundations of Mathematics		3
EMPL 1000 - Interpersonal Relations and Professional Development		2
ENGL 1010 - Fundamentals of English I		3
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
COMP 1000 - Introduction to Computers		3

AP71 Automotive Refinishing Assistant II
Technical Certificate of Credit
Offered at the Savannah Campus

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:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
ACRP 2000 - Introduction to Refinishing	5
ACRP 2005 - Fundamentals of Refinishing I	5

AT23 Automotive Technology
Associate of Applied Science
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	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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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:

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

AT14 Automotive Technology
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	55

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

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores

	Test:	ASSET	COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

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:

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

**AA71 Automotive Transmission and Transaxle Technician Specialist
Technical Certificate of Credit**

Offered at the Savannah and Liberty Campus

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, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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

BA12 Barbering Diploma

Offered at the Savannah and Liberty Campus

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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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

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 1050 - Science: Anatomy and Physiology	3
BARB 1060 - Introduction to Color Theory/Color Application	3
BARB 1070 - Chemical Restructuring of Hair	5
BARB 1080 - Advanced Haircutting/Styling	5
BARB 1090 - Structures of Skin, Scalp, Hair and Facial Treatments	3
BARB 1100 - Barber/Styling Practicum and Internship	3
BARB 1110 - Shop Management/Ownership	3
COMP 1000 - Introduction to Computers	3

**BF11 Basic Fire Company Officer
Technical Certificate of Credit**
Offered at the Savannah and Crossroads Campuses

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:

Test:	ASSET	COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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

BL11 Basic Law Enforcement
Technical Certificate of Credit
Offered at the Savannah and Crossroads Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 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:

	Test:	<input type="checkbox"/>	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:					70		
English:					32		
Mathematics:					26		
Algebra:					n/a		

Program Courses

	<u>Credits</u>
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

FS31 Basic Shielded Metal Arc Welder
Technical Certificate of Credit
Offered at the Savannah and Effingham Campus

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	No

Minimum Test Scores:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
WELD 1000 - Introduction to Welding Technology	3
WELD 1010 - Oxyfuel Cutting	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

BA23 Business Administrative Technology
Associate of Applied Science
Offered at the Savannah, Effingham and Liberty Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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 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	3
COMP 1000 – 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
BUSN 2190 - Business Document Proofreading and Editing	3
MGMT 1100 - Principles of Management	3
Select one of the following	
ACCT 1100 - Financial Accounting I	4
BUSN 2200 - Office Accounting	4
Specific Occupational Guided Electives -- 6 hrs	
BUSN 1100 - Introduction to Keyboarding	3
MGMT 1125 - Business Ethics	3
MGMT 2215 - Team Project	3
BUSN 1200 - Machine Transcription	2
BUSN 1300 - Introduction to Business	3
BUSN 2240 - Business Administrative Assistant Internship I	4
BUSN 2250 - Business Administrative Assistant Internship II	6
BUSN 1180 - Computer Graphics and Design	3
BUSN 1220 - Telephone Training	2
BUSN 1230 - Legal Terminology	3
BUSN 1250 - Records Management	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 2170 - Web Page Design	2
BUSN 2180 - Speed and Accuracy Keying	1
BUSN 2220 - Legal Administrative Procedures	3
BUSN 2230 - Office Management	3
BUSN 2300 - Medical Terminology	2
BUSN 2310 - Anatomy and Terminology for the Medical Admin Assist	3
BUSN 2320 - Medical Document Processing/Transcription	4
BUSN 2350 - Computerized Medical Office Skills	2
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-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Administrative Technology Diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test	ASSET	X COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

Basic Skills Courses	
ENGL 1010 - Fundamentals of English I	3
Select one of the following two courses - 2 credits	
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 - Basic Psychology	3
Select one of the following Math courses - 3 credits	
MATH 1011 - Business Math	3
MATH 1012 - Foundations of Mathematics	3
Occupational Courses	
COMP 1000 – Introduction to Computers	3
BUSN 1400 – Word Processing Applications	4
BUSN 1440 – Document Production	4
BUSN 2190 - Business Document Proofreading and Editing	3

Select One Accounting Course:

BUSN 2200 - Office Accounting 4

ACCT 1100 - Financial Accounting I 4

Select one of two Specializations

BUSINESS ADMINISTRATIVE ASSISTANT SPECIALIZATION

BUSN 1190 - Digital Technologies in Business 2

BUSN 1240 - Office Procedures 3

BUSN 1410 - Spreadsheet Concepts and Applications 4

BUSN 1430 - Desktop Publishing and Presentation Applications 4

BUSN 2160 - Electronic Mail Applications 2

BUSN 2210 - Applied Office Procedures 3

Specific Occupational Guided Elective 6 hrs.

BUSN 1100 - Introduction to Keyboarding 3

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 Administrative Assistant 3

BUSN 2320 - Medical Document Processing/Transcription 4

BUSN 2330 - Adv Medical Document Processing/Transcription 4

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 - Anatomy and Physiology	5
BUSN 2310 - Anatomy and Terminology for the Medical Administrative Assistant	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 hrs.	
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

MD13 Business Management
Associate of Applied Science
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	63

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

Test	ASSET	X COMPASS	Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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

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 Law	3
MKTG 1130 - Business Regulations and Compliance	3
Specializations--Select one of the following five specializations	
General Management Specialization	
Select THREE Business Management Guided Electives	9
Guided Elective	3
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

Offered at the Savannah and Liberty Campus

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 positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management diploma 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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

Basic Skills Courses

ENGL 1010 - Fundamentals of English I	3
MATH 1011 – Business Math	
Select one of the following two courses - 2 credits	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
PSYC 1010 - Basic Psychology	3
MATH 1011 - Business Math	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 Law	3
MKTG 1130 - Business Regulations and Compliance	3

CBA3- Culinary Baking and Pastry Arts

Degree

Offered at Savannah Campus, Liberty Career Academy and Effingham Academy

Program Entrance: Fall, Spring, Summer

Minimum Length of Program: 5 Terms

Minimum Credit Hours for Graduation: 66 Credits

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

Mathematics:

Algebra: 37

Program Courses:

Basic Skills Courses

AREA I:	ENGL1101 Composition and Rhetoric	3
AREA II:	Select Any Area II Course	3
AREA III:	Select MATH 1100, MATH 1101 or MATH 1111	3
AREA IV:	Select Any Area IV Course	3
XXXXxxxx	General Core Elective – Select one	3

Occupational Courses

Course Number	Course Name	Hours
COMP1000	Introduction to Computers	3
CUUL1000	Fundamentals of Culinary Arts	4
CUUL1110	Culinary Safety and Sanitation	2
CUUL1120	Principles of Cooking	6
CUUL1220	Baking Principles	5
CUUL1520	Baking Science	4
CUUL1530	European Cakes and Tortes	4
CUUL1540	Artisan and Specialty Bread	4
CUUL1550	Hot and Cold Plated Deserts	2
CUUL1560	Cake Design and Decorating	3
CUUL1570	Confection Artistry	4
CUUL2190	Principles of Culinary Leadership	3
CUUL1580	Chocolate Artistry	3
CUUL2000	Desert and Bread Retail Production, Nutrition in Baking	4

CBA2- Culinary Baking and Pastry Arts

Diploma

Offered at Savannah Campus, Liberty Career Academy and Effingham Career Academy

Program Entrance:	Fall, Spring, Summer
Minimum Length of Program:	4 Terms
Minimum Credit Hours for Graduation:	59 Credits

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: 70

English: 32

Mathematics: 26

Algebra: n/a

Program Courses:

Basic Skills Courses

<u>EMPL1000</u>	Interpersonal Relations and Professional Development	2
<u>ENGL1010</u>	Fundamentals of English I	3
<u>MATH1012</u>	Foundations of Mathematics	3

Occupational Courses

<u>COMP1000</u>	Introduction to Computers	3
<u>CUUL1000</u>	Fundamentals of Culinary Arts	4
<u>CUUL1110</u>	Culinary Safety and Sanitation	4
<u>CUUL1120</u>	Principles of Cooking	4
<u>CUUL1129</u>	Fundamentals of Restaurant Operations	4
<u>CUUL1220</u>	Baking Principles	4
<u>CUUL1320</u>	Garde Manger	4
<u>CUUL2160</u>	Contemporary Cuisine	4
<u>CUUL1370</u>	Culinary Nutrition and Menu Development	4
<u>CUUL2130</u>	Culinary Practicum and Leadership	6

OR

<u>CUUL2140</u>		6
---------------------------------	--	---

CP41 CAD Operator Technical
Certificate of Credit Offered at
the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	22

Program Description: All of the courses in the CAD Operator TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
DFTG 1101 - CAD Fundamentals	4
DFTG 1103 - Technical Drawing I	4
COMP 1000 - Introduction to Computers	3
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
Offered at the Savannah Campus

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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
DFTG 1103 - Technical Drawing I	4
COMP 1000 - Introduction to Computers	3
DFTG 1105 - Technical Drawing III	4
Total Credits Required for Program Completion	11

CH71 CATIA Technician
Technical Certificate of Credit
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	18

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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		n/a	
Algebra:		28	

Program Courses

	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
DFTG 1101 - CAD Fundamentals	4
DFTG 1130 - Introduction to CATIA	5
DFTG 1140- Advanced CATIA	6

CE71 CHILD DEVELOPMENT ASSOCIATE PREPARATION CERTIFICATE

Offered at the Savannah and Liberty Campus

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 (out of Washington DC). The four courses in this TCC provide students with the knowledge and skills needed for the national credential and provide information on the development of the portfolio required of the Council. Graduates 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 lead teachers in childcare centers.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	ASSET	COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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.

Program Courses

Credits

ECCE 1101	Introduction to Early Childhood Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1125	Professionalism Through CDA Certificate Preparation	2

CS91 Central Sterile Supply Processing Technician-Advanced

Technical Certificate of Credit

Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	23

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:

	Test:	ASSET	X COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
EMPL1000 Interpersonal Relations and Professional Development	2
CSSP 1010 Central Sterile Supply Processing Technician	5
CSSP 1024 Central Sterile Supply Processing Technician Practicum I	5
CSSP 1026 Central Sterile Supply Processing Technician Practicum II	6
ALHS 1090 Medical Terminology for Allied Health Sciences	2
COMP 1000 Introduction of Computers	3

CCW1 Certified Construction Worker
Technical Certificate of Credit Offered
at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 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	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
COFC 1000 - Safety	2
COFC 1010 - Introduction to Construction	2
COFC 1020 - Professional Tool Use and Safety	3
COFC 1030 - Materials and Fasteners	2
COFC 1050 - Construction Print Reading Fundamentals	3

CC81 Certified Customer Service Specialist
Technical Certificate of Credit
Offered at the Savannah and Crossroads Campus

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:

	Test:	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:				32		
Mathematics:				26		
Algebra:				n/a		

Program Courses

	<u>Credits</u>
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**
Offered at the Savannah and Crossroads Campus

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 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	No

Minimum Test Scores:

	Test:	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/>	Not Required
Reading:				70		
English:				32		
Mathematics:				26		
Algebra:				n/a		

Program Courses

	<u>Credits</u>
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 Warehousing and Distribution Specialist
Technical Certificate of Credit**

Offered at the Savannah, Liberty and Crossroads Campus

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

Program Description: The Certified Warehousing and Distribution Specialist Technical Certificate of Credit 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	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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

CN71 CISCO Network Specialist
Technical Certificate of Credit
Offered at the Savannah and Liberty Campus

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:

	Test:	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/> Not Required
Reading:				70	
English:				32	
Mathematics:				26	
Algebra:				n/a	

Program Courses

	<u>Credits</u>
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

CT12 CNC Technology
Diploma
Offered at the Effingham Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	54

Program Description: The CNC Technology program is a sequence of courses that prepares students for careers in the CNC technology field. Learning opportunities develop academic, technical, and professional knowledge and skills 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:	No

Minimum Test Scores:

	Test:	ASSET	COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
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:	
MCHT 1011 - Introduction to Machine Tool	4
MCHT 1012 - Blueprint for Machine Tool	3
MCHT 1013 - Machine Tool Math	3
MCHT 1015 - Surface Grinder Operations	2
MCHT 1017 - Characteristics of Metals/Heat Treatment I	3
MCHT 1119 - Lathe Operations I	4
MCHT 1120 - Mill Operations I	4
AMCA 2110 - CNC Fundamentals	3
AMCA 2130 - CNC Mill Manual Programming	5
AMCA 2150 - CNC Lathe Manual Programming	5
AMCA 2190 - CAD/CAM Programming	4
COMP 1000 - Introduction to Computers	3
Occupational Elective	3

CS51 CNC Specialist
Technical Certificate of Credit
Offered at the Effingham Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Terms
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:	No

Minimum Test Scores:

Test:	X		Not Required
	ASSET	COMPASS	
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses:

	<u>Credits</u>
AMCA 2110 - CNC Fundamentals	3
AMCA 2130 - CNC Mill Manual Programming	5
AMCA 2150 - CNC Lathe Manual Programming	5
AMCA 2190 - CAD/CAM Programming	4
AMCA 2170 CNC Practical Applications	3

CS23 Computer Support Specialist
Associate of Applied Science
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	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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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 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	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	4
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**

Offered at the Savannah and Liberty Campus

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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIS Operating Systems Course	3
CIST 1305 - Program Design and Development	3
CIS Database Elective	4
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1601 - Information Security Fundamentals	3
CIS Guided Elective: Office Productivity Course	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CIS Electives	12

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

CT61 Commercial Truck Driving
Technical Certificate of Credit
Offered at the Liberty and Effingham Campus

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 sizes 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:

	Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			46	
English:			15	
Mathematics:			17	
Algebra:			n/a	

Program Courses

Credits

CTDL 1010 - Fundamentals of Commercial Driving	3
CTDL 1020 - Combination Vehicle Basic Operation and Range Work	2
Choose one of the following two courses	
CTDL 1030 - Combination Vehicle Advanced Operations	4
CTDL 1040 - Commercial Driving Internship	4

CF61 Concrete Forming
Technical Certificate of Credit
Offered at the Savannah Campus

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

Program Description: This 16 credit program prepares students to enter the workforce in the construction and concrete forming trades. The students 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	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input type="checkbox"/> COMPASS	<input checked="" type="checkbox"/> Not Required
Reading:			
English:			
Mathematics:			
Algebra:			

Program Courses

	<u>Credits</u>
COFC 1010 - Introduction to Construction	2
COFC 1020 - Professional Tool Use and Safety	3
COFC 1030 - Materials and Fasteners	2
CARP 1320 - Site Development, Concrete Forming, and Rigging and Reinforcing	4
COFC 1050 - Construction Print Reading Fundamentals	3

CM13 Construction Management
Associate of Applied Science
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	72

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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 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 1010 - Introduction to Construction	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	6
CARP 1112 - Exterior Finishes and Trim	4
CARP 1114 - Interior Finishes I	5
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

**CM12 Construction Management
Diploma**

Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	65

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:

Test	ASSET	X COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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

COFC 1000 - Safety	2
COFC 1010 - Introduction to Construction	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	6
CARP 1112 - Exterior Finishes and Trim	4
CARP 1114 - Interior Finishes I	5
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

CM71 Construction Management Apprentice
Technical Certificate of Credit
Offered at the Savannah Campus

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:

	Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			23	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
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**
Offered at the Savannah Campus

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:

	Test:	ASSET	X	COMPASS	Not Required
Reading:				70	
English:				32	
Mathematics:				26	
Algebra:				n/a	

Program Courses

	<u>Credits</u>
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
COMP 1000- Introduction to Computers	3

CO12 Cosmetology

Diploma

Offered at the Savannah, Liberty and Effingham Campus

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 requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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

CB71 Crime Scene Investigation
Technical Certificate of Credit
Offered at the Effingham Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	19

Program Description: The Crime Scene Investigation Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

Admission Requirements

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

Test:	ASSET	X	COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
FOSC 1206 - Introduction to Forensic Science	3
FOSC 2010 - Crime Scene Investigation I	4
FOSC 2011 - Crime Scene Investigation II	4
FOSC 2014 - Documentation and Report Preparation	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4

CJ71 Criminal Justice Fundamentals
Technical Certificate of Credit
Offered at the Savannah, Liberty and Crossroads Campus

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	No

Minimum Test Scores:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
CRJU 1010 - Introduction to Criminal Justice	3
CRJU 1030 - Corrections	3
CRJU 1040 - Principles of Law Enforcement	3

CJT3 Criminal Justice Technology
Associate of Applied Science
Offered at the Savannah, Liberty and Crossroads Campus

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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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 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 3 Semester Credit Hours	
Choose one Humanities/Fine Arts course	3
Choose an additional course from Areas I, II, III or IV.	
Select an 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 - Forensic Firearms and Toolmark Identification	3
FOSC 2041 - Latent Print Examination	4
FOSC 2150 - Case Preparation and Courtroom Testimony	4

**CJT2 Criminal Justice Technology
Diploma**

Offered at the Savannah, Liberty and Crossroads Campus

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:

Test	ASSET	X	COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

Credits

Basic Skills Courses

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

Basic Skills Courses

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

Occupational Electives; Select three of the following courses for 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

CA43 Culinary Institute of Savannah – Culinary Arts
Associate of Applied Science
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	62

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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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 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	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
CUUL 1000 - Fundamentals of Culinary Arts	4

CUUL 1110 - Culinary Safety and Sanitation	4
CUUL 1120 - Principles of Cooking	4
CUUL 1220 - Baking Principles	4
CUUL 1320 - Garde Manger	4
CUUL 1129 - Fundamentals of Restaurant Operations	4
CUUL 1370 - Culinary Nutrition and Menu Development	4
CUUL 2160 - Contemporary Cuisine	4
Culinary/Hospitality Related Elective	6
Practicum or Advanced CUL Course: Select one of the following two courses	
CUUL 2130 - Culinary Practicum and Leadership	6
CUUL 2140 - Advanced Baking and International Cuisine	6

**CA44 Culinary Institute of Savannah - Culinary Arts
Diploma**

Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	49

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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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

CUUL 1120 - Principles of Cooking	4
CUUL 1000 - Fundamentals of Culinary Arts	4
CUUL 1110 - Culinary Safety and Sanitation	4
COMP 1000 - Introduction to Computers	3
CUUL 1129 - Fundamentals of Restaurant Operations	4
CUUL 1220 - Baking Principles	4
CUUL 1320 - Garde Manger	4
CUUL 2160 - Contemporary Cuisine	4
CUUL 1370 - Culinary Nutrition and Menu Development	4

Practicum or Advanced CUL Course: Select one of the following two courses

CUUL 2130 - Culinary Practicum and Leadership	6
CUUL 2140 - Advanced Baking and International Cuisine	6

CD61 CHILD DEVELOPMENT SPECIALIST CERTIFICATE

Offered at the Savannah and Liberty Campus

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 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 child 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	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	ASSET	COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Other Conditions for Admission: Students will be required to obtain a cleared criminal background check before beginning field placement in Practicum.

Program Courses

Credits

ECCE 1101	Introduction to Early Childhood Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety, and Nutrition	3
ECCE 1112	Curriculum and Assessment	3

ECCE 1121	Early Childhood Care and Education Practicum	3
-----------	--	---

**DA12 Dental Assisting
Diploma**
Offered at the Savannah Campus

Program Entrance Term	Fall
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	56

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

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Other conditions for Admission (if any):

Successful completion of the Health Care Assistant (HA21) certificate Basic Dental Assisting track must be obtained before applying for acceptance into the Dental Assisting diploma program.

<u>Program Courses</u>	<u>Credits</u>
Basic Skills Courses	
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
PSYC 1010 - Basic Psychology	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
ALHS 1040 - Introduction to Health Care	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	3
DENA 1470 - Dental Practicum II	1
DENA 1480 - Dental Practicum III	5

DH23 Dental Hygiene
Associate of Science Degree
Offered at the Savannah Campus

Program Entrance Term	Fall
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	82

Program Description: The Dental Hygiene program is 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:

	Test:	ASSET	COMPASS	Not Required
Reading:			79	
English:			62	
Mathematics:			n/a	
Algebra			37	

Successful completion of the Health Care Science (HS21) certificate Dental Hygiene track must be obtained before applying for acceptance into the Dental Hygiene degree program.

Program Courses

Credits

General Education Courses:

CHEM 1211 Chemistry I	3
CHEM 1211 L Chemistry I Lab	1
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
ENGL 1101 Composition & Rhetoric	3
SOCI 1101 Introductory Sociology	3
PSYC 1101 Introductory Psychology	3
SPCH 1101 Public Speaking	3
MATH 1111 College Algebra OR	3

Humanities/Fine Arts Elective	3
Occupational Courses:	
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	1
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	3
DHYG 2070 Community Dental Health	3
DHYG 2130 Clinical Dental Hygiene IV Lecture	1
DHYG 2140 Clinical Dental Hygiene IV Lab	4

DT13 Drafting Technology
Associate of Applied Science
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	60

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

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	ASSET	X COMPASS	Not Required
Reading		79	
English		62	
Mathematics		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

PSYC 1101 Introductory Psychology	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
-------------------------------	---

Occupational Courses:

DFTG 1101 CAD Fundamentals	4
----------------------------	---

DFTG 1103 Technical Drawing I	4
-------------------------------	---

COMP 1000 Introduction to Computers	3
-------------------------------------	---

Choose One of the Following Specializations:

Mechanical Drafting Specializations

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 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
DFTG 2400 - Drafting Technology Practicum/Internship	4
DFTG 2500 - Drafting Technology Exit Review	3
DFTG 2600 - Drafting Technology Practicum/Internship	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 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
DFTG 2400 - Drafting Technology Practicum/Internship	4
DFTG 2500 - Drafting Technology Exit Review	3
DFTG 2600 - Drafting Technology Practicum/Internship	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**
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	50

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

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test	ASSET	X	COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			n/a	
Algebra:			28	

Program Courses

Credits

Basic Skills Courses

MATH 1013 - Algebraic Concepts	3
ENGL 1010 – Fundamentals of English I	3
EMPL 1000 – Interpersonal Relations and Professional Development	2

Choose one of the following two courses

DFTG 1015 - Practical Geometry and Trigonometry for Drafting Technology	3
MATH 1015 - Geometry and Trigonometry	3

Occupational Courses

DFTG 1101 - CAD Fundamentals	4
DFTG 1103 - Technical Drawing I	4
COMP 1000 - Introduction to Computers	3

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 Minimum of 9 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
DFTG 2400 - Drafting Technology Practicum/Internship	4
DFTG 2500 - Drafting Technology Exit Review	3
DFTG 2600 - Drafting Technology Practicum/Internship	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 Minimum of 8 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
DFTG 2400 - Drafting Technology Practicum/Internship	4
DFTG 2500 - Drafting Technology Exit Review	3
DFTG 2600 - Drafting Technology Practicum/Internship	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

Civil Technology Specialization

DRFT 2000 - Public Works Infrastructure	3
DRFT 2005 - Plan Reading	3
DRFT 2010 - Construction Materials	4
DRFT 2020 - Construction Materials and Cost Estimating	3
DRFT 2040 - Highway Design	3
DRFT 2050 - Surveying I	2
DRFT 2030 - Project Management	3
DRFT 2060 - Route Location and Design	5

Choose one of the following two courses

DRFT 2070 - Civil Tech Internship	3
DFTG 2300 - Drafting Technology Practicum/Internship	3

EC13 Early Childhood Care/Education
Associate of Applied Science
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	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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
Algebra:		37	

Program Courses

Credits

General Education Core (Required minimum: 18 Semester hours)

Area I - Language Arts/Communications (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 1101 - Mathematical Modeling	3
-----------------------------------	---

MATH 1111 - College Algebra	3
-----------------------------	---

MATH 1100 - Quantitative Skills and Reasoning	3
---	---

Area IV - Humanities and Fine Arts

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

Infant/Toddler Development

ECCE 2330 - Infant/Toddler Development	3
ECCE 2332 - Infant/Toddler Group Care and Curriculum	3

Family Child Care

ECCE 2340 - Family Child Care Program Management	3
ECCE 2342 - Family Child Care Business Management	3

School Age and Youth Care

ECCE 2350 - Early Adolescent Development	3
ECCE 2352 - Designing Programs and Environments for School Age Children and Youth	3

Exceptionalities

ECCE 2360 - Classroom Strategies for Exceptional Children	3
ECCE 2362 - Exploring Your Role in the Exceptional Environment	3

EC41 Early Childhood Exceptionalities Certificate

Technical Certificate of Credit

Offered at Savannah Campus and Liberty Campus

Program Entrance: Fall, Spring, Summer

Minimum Length of Program: 2 Terms

Minimum Credit Hours for Graduation: 12 Credits

Program Description:

The Early Childhood Care and Education Exceptionalities TCC is a sequence of three 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 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

Mathematics: 26

Algebra: n/a

Program Courses:

ECCE 1103 – Child Growth and Development 3

ECCE 2201 – Exceptionalities 3

ECCE 2360 – Classroom Strategies of Exceptional Children 3

ECCE 2362 – Exploring Your Role in the Exceptional Environment 3

**ECC2 Early Childhood Care/Education
Diploma**

Offered at the Savannah and Liberty Campus

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 qualifications 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:

Test	ASSET	X	COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

Credits

Basic Skills Course (8-9 hrs)	
ENGL 1010 – Fundamentals of English I	3
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
MATH 1012 - Foundations of Mathematics	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 and Assessment	3
ECCE 1113 - Creative Activities for Children	3
ECCE 1121 - Early Childhood Care and Education Practicum	3
ECCE 2115 - Language and Literacy	3
ECCE 2116 - Math and Science	3
ECCE 2202 - Social Issues and Family Involvement	3
ECCE 2203 - Guidance and Classroom Management	3
COMP 1000 - Introduction to Computers	3
ECCE 2240 - Early Childhood Care and Education Internship	12

ECP1 Early Childhood Program Administration

Technical Certificate of Credit

Offered at the Savannah and Liberty Campus

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	18
High School Diploma or GED Required	Yes

Minimum Test Scores:

	Test:	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/> Not Required
Reading:				70	
English:				32	
Mathematics:				26	
Algebra:				n/a	

Program Courses

	<u>Credits</u>
ECCE 1103 - Child Growth and Development	3
ECCE 2320 - Program Administration and Facility Management	3
ECCE 2322 - Personnel Management	3

**ECJ1 Electrical Construction Technician
Technical Certificate of Credit** Offered at
the Savannah Campus

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

Program Description: This program is designed to provide students with the opportunity to enter the workforce area of an electrician's assistant directly related to on-site construction of residential and commercial buildings.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

	Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
ELTR 1060 - Electrical Prints, Schematics, and Symbols	3
ELTR 1205 - Residential Wiring I	4
IDFC 1000 - Principles of Electricity I	4
ELTR 1210 - Residential Wiring II	4

EMG1 Electrical/Mechanical Manufacturing Technician
Technical Certificate of Credit
Offered at the Savannah and Effingham Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	37

Program Description: The Electrical/Mechanical Manufacturing Technician Certificate of Credit prepares students for employment in a variety of industry settings which require electrical and mechanical skills with the ability to use applied math and make critical decisions in a manufacturing environment. The program provides learning opportunities that introduce, cultivate, and strengthen both technical skills and work ethic skills which are important for obtaining a job in the manufacturing environment and advancing in that environment.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	ASSET	X	COMPASS	Not
Required				
Reading:			70	
English:			36	
Mathematics:			39	
Algebra:			28	

Program Courses

	<u>Credits</u>
COMP 1000 - Introduction to Computers	3
IDFC 1007 - Industrial Safety Procedures	2
IDFC 1011 - Direct Current I	3
MATH 1013 - Algebraic Concepts	3
IDFC 1012 - Alternating Current I	3
IDSY 1150 - DC and AC Motors	3
MATH 1015 - Geometry and Trigonometry	3
DFTG 1101 - CAD Fundamentals	4
ELTR 1060 - Electrical Prints, Schematics, and Symbols	3
IDSY 1120 - Basic Industrial PLC's	6
IDSY 1130 - Industrial Wiring	4

ES12 Electrical Systems Technology

Diploma

Offered at the Savannah Campus

Program Entrance Term Fall, Spring, Summer

Minimum Length of Program 4 Term(s)

Minimum Credit Hours for Graduation 55

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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 Core

COMP 1000 - Introduction to Computers	3
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	3
ELTR 1080 - Commercial Wiring I	6
ELTR 1090 - Commercial Wiring II	6
ELTR 1110 - Electric Motors	4
ELTR 1120 - Variable Speed/Low Voltage Controls	2
ELTR 1180 - Electrical Controls	3

ES12 Electrical Systems Technology

Diploma

Select one of the following specializations	
Electrical Construction and Maintenance Specialization	
ELTR 1205 - Residential Wiring I	4
ELTR 1210 - Residential Wiring II	4
Choose four credits from the following	
ELTR 1525 Photovoltaic Systems	5
Elective	4

EU11 Electrical Utility Technician
Technical Certificate of Credit
Offered at the Savannah Campus

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 want 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:

	Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			n/a	
Algebra:			28	

Program Courses

	<u>Credits</u>
ENGL 1010 – Fundamentals of English I	3
MATH 1013 – Algebraic Concepts	3
MATH 1015 – Geometry and Trigonometry	3
COMP 1000 - Introduction to Computers	3
ELUT 1102 - Fundamentals of Power Alternating Current	5
IDFC 1011 - Direct Current I	3
ELUT 1103 - Network Communications	8
IDFC 1012 - Alternating Current I	3
ELUT 1101 – Introduction to the Electrical Utility Industry	3

EU13 Electrical Utility Technology
Associate of Applied Science
Offered at the Savannah Campus

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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		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		
MATH 1111 - College Algebra		3
MATH 1113 - Precalculus		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 the Electrical Utility Industry	3
ELUT 1102 - Fundamentals of Power Alternating Current	5
ELUT 1104 - Electrical Substations	5
ELUT 1105 - Introduction to Distribution Engineering	5
ELUT 1103 - Network Communications	8
ELUT 1106 - Introduction to Metering	3
ELUT 1107 - Power Plants	5
Occupational Elective(s)	4
Occupational Elective(s)	8
Occupational Elective(s)	4

EU14 Electrical Utility Technology Diploma

Offered at the Savannah Campus

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 who is interested in attaining entry-level knowledge and skills 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 skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electrical utility theory, work ethics, and practical application necessary for successful employment.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test	ASSET	X	COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			n/a	
Algebra:			28	

Program Courses

Credits

Basic Skills Courses

MATH 1013 - Algebraic Concepts	3
ENGL 1010 - Fundamentals of English I	3
MATH 1017 - Trigonometry	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

Occupational Courses

COMP 1000 - Introduction to Computers	3
IDFC 1011 - Direct Current I	3
IDFC 1012 - Alternating Current I	3
ELUT 1101 - Introduction to the Electrical Utility Industry	3
ELUT 1102 - Fundamentals of Power Alternating Current	5
ELUT 1104 - Electrical Substations	5
ELUT 1105 - Introduction to Distribution Engineering	5
ELUT 1103 - Network Communications	8
ELUT 1106 - Introduction to Metering	3
ELUT 1107 - Power Plants	5
Occupational Elective(s)	4
Occupational Elective(s)	8
Occupational Elective(s)	4

EE13 Electronics and Computer Engineering Technology
Associate of Applied Science
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	61

Program Description: The Electrical and Computer Engineering Technology program is a planned sequence of carefully developed college level courses designed to prepare students to work in the field of electronics and computer engineering technology. The program of study emphasizes the application of scientific, mathematic, and engineering knowledge and methods combined with technical skills in support of engineering activities. Program graduates will receive an Electronics and Computer Engineering Technology Associate in Applied Science, qualifying them as engineering technicians with a specialization in computer engineering technology, electronics engineering technology, or instrumentation and control engineering technology.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	ASSET	X COMPASS	Not Required
Reading:		79	
English:		62	
Mathematics:		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

MATH 1111 - College Algebra	3
-----------------------------	---

MATH 1113 - Precalculus	3
-------------------------	---

MATH 1131 - Calculus I	4
------------------------	---

PHYS 1111L - Introductory Physics Lab I	1
---	---

PHYS 1111 - Introductory Physics I	3
------------------------------------	---

Select one course and lab combination

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
--	---

Area IV - Humanities/Fine Arts	
Humanities/Fine Arts Elective	3
Occupational Courses	
ENGT 1000 - Introduction to Engineering Technology	3
ECET 1191 - Computer Programming Fundamentals	3
ECET 1101 - Circuit Analysis I	4
ECET 2101 - Circuit Analysis II	4
ECET 1110 - Digital Systems I	4
Choose one of the following specializations:	
Computer Engineering Technology Specialization	
ECET 2120 - Electronic Circuits I	4
ECET 2110 - Digital Systems II	4
ECET 1210 - Networking Systems I	3
ECET 2210 - Networking Systems II	4
ENGT 2300 - Capstone Project	1
Electronics Engineering Technology Specialization	
ECET 2120 - Electronic Circuits I	4
ECET 2220 - Electronic Circuits II	4
ECET 2110 - Digital Systems II	4
ECET 1210 - Networking Systems I	3
ENGT 2300 - Capstone Project	1
Instrumentation and Control Engineering Technology Specialization	
ICET 2010 - Electromechanical Devices	3
ICET 2020 - Instrumentation and Process Management	4
ICET 2030 - Programmable Logic Controllers	4
ICET 2050 - Process Control	4
ENGT 2300 - Capstone Project	1

EMJ1 Emergency Medical Technician (EMT)
Technical Certificate of Credit
Offered at the Savannah Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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

EN11 Entrepreneurship

Technical Certificate of Credit

Offered at Savannah Campus

Program Entrance: Fall, Spring, Summer

Minimum Length of Program: 2 Terms

Minimum Credit Hours for Graduation: 12 Credits

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

Mathematics: 26

Algebra: n/a

Program 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)

EN11 Entrepreneurship

Technical Certificate of Credit

Offered at Savannah Campus

Program Entrance: Fall, Spring, Summer

Minimum Length of Program: 2 Terms

Minimum Credit Hours for Graduation: 12 Credits

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

Mathematics: 26

Algebra: n/a

Program 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)

FC21 Family Child Care Specialist
Technical Certificate of Credit
Offered at the Savannah and Liberty Campus

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 four 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:

	Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
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

**FF11 Firefighter I Technical
Certificate of Credit**
Offered at the Savannah and Crossroads Campus

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:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
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

**FF21 Firefighter II Technical
Certificate of Credit**
Offered at the Savannah and Crossroads Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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

**FF31 Fire Officer I Technical
Certificate of Credit**
Offered at the Savannah and Crossroads Campus

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 Officer 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:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
FRSC 1110 - Fire Administration - Supervision and Leadership	3
FRSC 1132 - Fire Service Instructor	4
FRSC 1141 - Hazardous Materials Operations	4
FRSC 2120 - Fire Protection Systems	3

**FF51 Fire Officer II Technical
Certificate of Credit**
Offered at the Savannah and Crossroads Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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

FS13 Fire Science Technology
Associate of Applied Science
Offered at the Savannah and Crossroads Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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	
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 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

FST2 Fire Science Technology Diploma

Offered at the Savannah and Crossroads Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

Basic Skills	
ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3
Course Cluster – Select one of the following two courses	
PSYC 1010 - Basic Psychology	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
Occupational Core	
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

FC61 Flux Cored ARC Welder
Technical Certificate of Credit
Offered at the Savannah and Effingham Campus

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	No

Minimum Test Scores:

Test:	ASSET	COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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 1040 - Flat Shielded Metal Arc Welding	4
WELD 1090 - Gas Metal Arc Welding	4
WELD 1110 - Gas Tungsten Arc Welding	4
WELD 1150 - Advanced Gas Tungsten Arc Welding	3
WELD 1151 - Fabrication Processes	3
WELD 1152 - Pipe Welding	3
WELD 1154 - Plasma Cutting	3
WELD 1030 - Blueprint Reading for Welding Technology	3

GM31 Gas Metal Arc Welder
Technical Certificate of Credit
Offered at the Savannah and Effingham Campus

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	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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 1150 - Advanced Gas Tungsten Arc Welding	3
WELD 1151 - Fabrication Processes	3
WELD 1152 - Pipe Welding	3
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

GTA1 Gas Tungsten Arc Welder
Technical Certificate of Credit
Offered at the Savannah and Effingham Campuses

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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 1151 - Fabrication Processes	3
WELD 1152 - Pipe Welding	3
WELD 1153 - Flux Cored Arc Welding	4
WELD 1154 - Plasma Cutting	3
WELD 1156 - Ornamental Iron Works	3
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1040 - Flat Shielded Metal Arc Welding	4

GB11 Green Building Technician
Technical Certificate of Credit
Offered at the Savannah Campus

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	No

Minimum Test Scores:

	Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
GRBT 1001 - Introduction to Green Building	4
GRBT 1003 - Energy Measures and Efficiency	4
GRBT 1004 - Energy Efficient Mechanical Systems	4
GRBT 1005 - Green Building Construction Techniques	4

GHH1 Green Hydronic Heat Specialist
Technical Certificate of Credit Offered
at the Savannah Campus

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:

	Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
CMTT 2250 - Solar Thermal for Hot Water/Pool Heating	5
CMTT 2300 - Radiant Floor Heating	4
AIRC 2220 - Ground Source Heat Pump	3
Total Credits Required for Program Completion	12

**HA21 Health Care Assistant
Technical Certificate of Credit**

Offered at the Savannah, Effingham and Liberty Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2-3 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.

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:

Test:	ASSET	X COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		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

Choose one of the following two courses

MATH 1012 - Foundations of Mathematics	3
MATH 1013 –Algebraic Concepts	3

Occupational Core Courses

ALHS 1011 - Anatomy and Physiology	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 hrs)

(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 Technician Track (16 hrs)

(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	5
CSSP 1026 Central Sterile Processing Technician Practicum II	6

Medical Coding/Insurance Data Entry (14 hrs)

(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 hrs)

(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 hrs)

(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 hrs)

(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)

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
Offered at the Savannah, Effingham and Liberty Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 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.

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:

Test:	ASSET	X COMPASS	Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
Algebra:		37	

Program Courses

Credits

General Education Courses:

ENGL 1101 Composition and Rhetoric	3
PSYC 1101 Introductory Psychology	3
Humanities Elective	3

Select one of the following four classes

MATH 1100 Quantitative Skills and Reasoning	3
MATH 1101 Mathematical Modeling	3
MATH 1111 College Algebra	3
MATH 1113 Precalculus	3

General Core Science: 6-18 Hrs Required. Max 24 Hrs General Core Science and Occupational Courses.

ALHS 1126 Health Science Physics	4
ALHS 1127 Health Sciences Chemistry	4
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.

Central Sterile Supply Processing Technician (7 hrs)

(Only offered at the Savannah Campus)

The Central Sterile Supply Processing Technician specialization tracks to the Surgical Technology degree program. Additional requirements must be met for acceptance into the Surgical Technology program.

CSSP 1010 Central Sterile Processing Technician	5
ALHS 1090 Medical Terminology for Allied Health Sciences	2

Dental Hygiene (8 hrs)

(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 1010 Embryology/Histology	1
DHYG 1206 Pharmacology	3

HP13 Historic Preservation and Restoration

Associate of Applied Science

Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	8 Term(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, glass, 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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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 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
-------------------------------	---

Additional General Education core requirements

Choose an additional course from Areas I, II, III or IV	3
---	---

Occupational Courses

HLST 1010 - Historical Research	2
---------------------------------	---

HLST 1020 - Historic Preservation and Restoration History and Theory	3
--	---

HLST 1040 - Field Techniques and Documentation	2
--	---

IDFC 1007 - Industrial Safety Procedures	2
--	---

HLST 1030 - Architectural Print Reading	2
---	---

HLST 1050 - Structure Pathology	4
---------------------------------	---

HLST 1060 - Carpentry of Buildings	3
COFC 1020 - Professional Tool Use and Safety	3
HLST 1220 - Traditional Building Styles	3
HLST 1340 - Structural Theory	3
GRBT 1005 - Green Building Construction Techniques	4
HLST 1280 - Doors, Windows and Roofing	6
MSNR 1005 - Introduction to Masonry and Basic Bricklaying	4
HLST 1260 - Mechanical Systems	5
HLST 1320 - Architectural Landscaping in a Historic Restoration Project	3
HLST 2000 - Advanced Material Sciences and Metals	5
HLST 2060 - Material Science: Masonry and Plaster	4
HLST 2080 - Material Science: Wall Finishes and Gilding	4
HLST 2040 - Material Science: Marbling, Graining, and Wood	4
HLST 2100 - Material Science: Stained Glass and Ceramics	5
HLST 2020 - Advanced Preservation Skills	4
HLST 2120 - Preservation and Restoration Seminar and Culminating Project	4

HP14 Historic Preservation and Restoration Diploma

Offered at the Savannah Campus

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, glass, 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	No

Minimum Test Scores:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

Basic Skills Classes

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

Occupational Courses

HLST 1010 - Historical Research	2
HLST 1020 - Historic Preservation and Restoration History and Theory	3
HLST 1040 - Field Techniques and Documentation	2
HLST 1030 - Architectural Print Reading	2
HLST 1050 - Structure Pathology	4
HLST 1060 - Carpentry of Buildings	3
IDFC 1007 - Industrial Safety Procedures	2
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
MSNR 1005 - Introduction to Masonry and Basic Bricklaying	4
GRBT 1005 - Green Building Construction Techniques	4

HLST 2000 - Advanced Material Sciences and Metals	5
HLST 2080 - Material Science: Wall Finishes and Gilding	4
HLST 2040 - Material Science: Marbling, Graining, and Wood	4
HLST 2060 - Material Science: Masonry and Plaster	4
HLST 2100 - Material Science: Stained Glass and Ceramics	5
HLST 2020 - Advanced Preservation Skills	4
HLST 2120 - Preservation and Restoration Seminar and Culminating Project	4

HP11 Historic Preservation and Restoration Technician

Technical Certificate of Credit

Offered at the Savannah Campus

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	No

Minimum Test Scores:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
HLST 1030 - Architectural Print Reading	2
HLST 1050 - Structure Pathology	4
HLST 1060 - Carpentry of Buildings	3
HLST 1010 - Historical Research	2
HLST 1020 - Historic Preservation and Restoration History and Theory	3
HLST 1040 - Field Techniques and Documentation	2

HM12 Hotel/Restaurant/Tourism Management Diploma

Offered at the Savannah Campus

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 retrain 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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

Basic Skills Courses

ENGL 1010 - Fundamentals of English I	3
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 Management	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

HRM1 Human Resource Management Specialist

Technical Certificate of Credit

Offered at the Savannah and Liberty Campus

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 in 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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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
Select one of the following three courses (3 hrs)	
MGMT 1110 - Employment Law	3
MKTG 1130 - Business Regulations and Compliance	3
MGMT 2120 - Labor Management Relations	3

IE21 Industrial Electrical Assistant
Technical Certificate of Credit
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	13

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:

	Test:	ASSET	X COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
IDFC 1011 - Direct Current I	3
IDFC 1012 - Alternating Current I	3
IDSY 1130 - Industrial Wiring	4
IDSY 1150 - DC and AC Motors	3

IIA1 Industrial Instrumentation Assistant
Technical Certificate of Credit Offered at
the Savannah Campus

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

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:

	Test:	ASSET	X	COMPASS	Not Required
Reading:				70	
English:				32	
Mathematics:				26	
Algebra				n/a	

Program Courses

	<u>Credits</u>
IDSY 1220 - Intermediate Industrial PLC's	6
IDSY 1120 - Basic Industrial PLC's	6
IDSY 1230 - Industrial Instrumentation	6

**IM11 Industrial Maintenance Assistant
Technical Certificate of Credit** Offered
at the Savannah Campus

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

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	No

Minimum Test Scores:

	Test:	ASSET	X COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
IDFC 1007 - Industrial Safety Procedures	2
IDSY 1190 - Fluid Power and Piping Systems	6
IDSY 1170 - Industrial Mechanics	6

IS13 Industrial Systems Technology
Associate of Applied Science
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	67

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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 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	
Choose an additional course from Areas I, II, III, or IV	3
Occupational Courses	
IDSY 1100 - Basic Circuit Analysis	5
IDSY 1130 - Industrial Wiring	4
IDSY 1170 - Industrial Mechanics	6

IDSY 1110 - Industrial Motor Controls I	5
IDSY 1210 - Industrial Motor Controls II	5
IDSY 1230 - Industrial Instrumentation	6
IDSY 1120 - Basic Industrial PLC's	6
IDSY 1220 - Intermediate Industrial PLC's	6
COMP 1000 - Introduction to Computers	3
IDSY 1190 - Fluid Power and Piping Systems	6

IST4 Industrial Systems Technology Diploma

Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	60

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		n/a	
Algebra:		28	

Program Courses

Credits

Basic Skills Courses

MATH 1013 - Algebraic Concepts	3
ENGL 1010 - Fundamentals of English I	3
EMPL 1000 - Interpersonal Relations and Professional Development	2

Occupational Courses

IDSY 1100 - Basic Circuit Analysis	5
IDSY 1170 - Industrial Mechanics	6
COMP 1000 - Introduction to Computers	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 1190 - Fluid Power and Piping Systems	6
IDSY 1230 - Industrial Instrumentation	6

IC31 Infant/Toddler Child Care Specialist
Technical Certificate of Credit
Offered at the Savannah and Liberty Campus

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 five courses designed to prepare students with the basics needed for working with infants and toddlers. The program provides an intense look at understanding and learning activities and proper care needed for infants and toddlers. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	Yes

Minimum Test Scores:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
ECCE 1101 - Introduction to Early Childhood Care and Education	3
ECCE 1103 - Child Growth and Development	3
ECCE 1105 - Health, Safety and Nutrition	3
ECCE 2330 - Infant/Toddler Development	3
ECCE 2332 - Infant/Toddler Group Care and Curriculum	3

LP11 Lathe Operator
Technical Certificate of Credit
Offered at the Effingham Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	15

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	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
MCHT 1011 - Introduction to Machine Tool	4
MCHT 1012 - Blueprint for Machine Tool	3
MCHT 1119 - Lathe Operations I	4
MCHT 1219 - Lathe Operations II	4

LCC1 Luxury Craft Cabinetmaking
Technical Certificate of Credit
Offered at the Savannah and Crossroads Campus

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

Program Description: The Luxury Craft Cabinetmaking Technical Certificate of Credit 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:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

Credits

CARP 1103 - Luxury Craft Cabinet Materials and Fasteners	2
CARP 1106 - Print Reading for Luxury Craft Cabinet Making	3
CARP 1107 - Luxury Craft Cabinetmaking	5

**MTT2 Machine Tool Technology
Diploma**

Offered at the Effingham Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	3 Term(s)
Minimum Credit Hours for Graduation	48

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

Basic Skills Core

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

Occupational Courses

MCHT 1011 - Introduction to Machine Tool	4
MCHT 1012 - Blueprint for Machine Tool	3
MCHT 1015 - Surface Grinder Operations	2
MCHT 1017 - Characteristics of Metals/Heat Treatment I	3
COMP 1000 - Introduction to Computers	3
MCHT 1119 - Lathe Operations I	4
MCHT 1120 - Mill Operations I	4
AMCA 2110 - CNC Fundamentals	3
MCHT 1219 - Lathe Operations II	4
MCHT 1220 - Mill Operations II	4
OCCUPATIONAL ELECTIVE	3

Choose one of the following two courses

MCHT 1013 – Machine Tool Math	3
MATH 1015 – Geometry and Trigonometry	3

MM13 Marketing Management
Associate of Applied Science
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	62

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:

<u>Program Courses</u>	<u>Credits</u>
General Education Core (Required minimum: 15 Semester hours)	
Area I - Language Arts/Communications	
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 three courses	3
MATH 1100 - Quantitative Skills and Reasoning	3
MATH 1101 - Mathematical Modeling	3
MATH 1111 - College Algebra	3
Area IV - Humanities/Fine Arts	3
Humanities/Fine Arts Elective	
Program-Specific General Education Course Requirements	
General Core Elective (one course from Area I, II, or III)	3
Occupational Courses	
COMP 1000 - Introduction to Computers	3
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
MGMT 1100 - Principles of Management	3
MKTG 2300 - Marketing Management	3
Elective	3
Select one of the following two courses	
MKTG 2000 - International Marketing	3
MKTG 2290 - Marketing Internship/Practicum	3
Specializations - Select one of the following four areas	
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 - Small Business Management	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

**MM12 Marketing Management
Diploma**
Offered at the Savannah and Liberty Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	55

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:

Test	ASSET	X	COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

Credits

Basic Skills Courses

ENGL 1010 - Fundamentals of English I	3
MATH 1011 - Business Math	3

Select one of the following two courses

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

Occupational Core Courses

COMP 1000 - Introduction to Computers	3
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
MKTG 2300 - Marketing Management	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 two courses	
MKTG 2000 - International Marketing	3
MKTG 2290 - Marketing Internship/Practicum	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

**MA31 Masonry Apprentice
Technical Certificate of Credit**
Offered at the Savannah Campus

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:

	Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
MSNR 1005 - Introduction to Masonry and Basic Bricklaying	4
MSNR 1010 - Masonry Applications I	4
MSNR 1020 - Masonry Applications II	4

**MA22 Medical Assisting
Diploma**
Offered at the Savannah Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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
MATH 1012 - Foundations of Mathematics	3
PSYC 1010 - Basic Psychology	3

Occupational Courses

ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1040 - Introduction to Health Care	3
BUSN 1440 - Document Production	4
COMP 1000 - Introduction to Computers	3
MAST 1010 - Legal and Ethical Concerns in the Medical Office	2

MAST 1030 - Pharmacology in the Medical Office	4
MAST 1060 - Medical Office Procedures	4
MAST 1080 - Medical Assisting Skills I	4
MAST 1090 - Medical Assisting Skills II	4
MAST 1100 - Medical Insurance Management	2
MAST 1110 - Administrative Practice Management	3
MAST 1170 - Medical Assisting Externship	6
MAST 1180 - Medical Assisting Seminar	3
MAST 1120 - Human Pathological Conditions in the Medical Office	3

**MC71 Medical Coding/Insurance Data Entry Specialist
Technical Certificate of Credit**

Offered at the Savannah, Effingham and Liberty Campus

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:

	Test:	ASSET	X	COMPASS	Not Required
Reading:				70	
English				32	
Mathematics:				26	
Algebra:				n/a	

Program Courses

	<u>Credits</u>
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
ALHS 1011 Anatomy and Physiology	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

**MF21 Medical Front Office Assistant
Technical Certificate of Credit**

Offered at the Savannah, Effingham and Liberty Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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
Select one of the following two Medical Terminology courses	
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
BUSN 2300 - Medical Terminology	2

MS11 Microsoft Network Administrator
Technical Certificate of Credit
Offered at the Savannah and Liberty Campus

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:

Test:	ASSET	X COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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 Procedures	4
CIST 2420 Microsoft Exchange Server	4

**MF41 Microsoft Office Application Professional
Technical Certificate of Credit**
Offered at the Savannah, Effingham and Liberty Campus

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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

MP11 Mill Operator
Technical Certificate of Credit
Offered at the Effingham Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	15

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	No

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
MCHT 1011 - Introduction to Machine Tool	4
MCHT 1012 - Blueprint for Machine Tool	3
MCHT 1120 - Mill Operations I	4
MCHT 1220 - Mill Operations II	4

MS21 Marketing Specialist

Technical Certificate of Credit

Offered at Savannah Campus

Program Entrance: Fall, Spring, Summer

Minimum Length of Program: 2 Terms

Minimum Credit Hours for Graduation: 12 Credits

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

Mathematics: 26

Algebra: n/a

Program Courses:

MGMT 1100 – Principles of Management 3

MKTG 1190- Integrated Marketing Communications 3

MKTG 1160 – Professional Selling 3

MKTG elective 3

**NT11 Nail Technician Technical
Certificate of Credit** Offered at
the Savannah Campus

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:

	Test:	ASSET	X COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
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

NS13 Networking Specialist
Associate of Applied Science
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	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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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 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	3
CIS Security Course	3
CIS Elective	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	4

**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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

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

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

Introductory-level Networking Class – Select one of the following three courses	
CIST 1401 – Computer Networking Fundamentals	4
CIST 2451 – Cisco Network Fundamentals	4
CIST 2441 – Cisco Networking for Home and Small Businesses	4
Choose one of the following specializations	
Microsoft Specialization	
CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2413 - Microsoft Server Infrastructure	4
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	
CIST 2451 – Cisco Network Fundamentals	4
CIST Networking Elective	4

CN21 Nurse Aide
Technical Certificate of Credit
Offered at the Savannah, Effingham and Liberty Campus

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:

	Test:	ASSET	X COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
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

PS13 Paralegal Studies
Associate of Applied Science

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	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:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			79	
English:			62	
Mathematics:			n/a	
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 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
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
ENGL 1105 - Technical Communications	3
PARA 1200 – Bankruptcy/Debtor – Creditor	3
Occupational Guided Electives	9

PT13 Paramedicine
Associate of Applied Science
Offered at Savannah and Liberty Campus

Program Entrance Term	Fall
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	70

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 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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
Algebra:		37	

Other conditions for Admission (if any):

Hold current certification and/or licensure as an: EMT I/85 (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMTI to AEMT update course); EMT I/99; or AEMT.

Program Courses

Credits

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 - Select one of the following three courses	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	

Area IV - Humanities and Fine Arts	
Humanities/Fine Arts Elective	3
Additional General Education Requirements	
Select an additional course from Areas I, II, III, or IV	3
Occupational Core	
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
COMP 1000 - Introduction to Computers	3

**PT12 Paramedicine
Diploma**
Offered at the Savannah Campus

Program Entrance Term	Fall
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	60

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:

	Test:	ASSET	X	COMPASS	Not Required
Reading:				70	
English:				32	
Mathematics:				26	
Algebra:				n/a	

Other conditions for Admission (if any):

Hold current certification and/or licensure as an: EMT I/85 (with successful completion of Georgia State Office of Emergency Medical Services and Trauma (SOEMST) EMTI to AEMT update course); EMT I/99; or AEMT.

Program Courses

Credits

Basic Skills Courses:

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3

Occupational Core

ALHS 1011 - Anatomy and Physiology	5
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3

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

**PC21 Patient Care Assistant
Technical Certificate of Credit**
Offered at the Savannah and Effingham Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	23

Program Description: The Patient Care Assistant Technical Certificate of Credit prepares students with rigorous classroom training and practice as well as the clinical experiences to perform a full range of patient care duties or services under nursing or medical direction. This includes taking vital signs, obtaining lab specimens, assisting with activities of daily living, observing and charting patient information, and reporting appropriate information to supervisors. It may also include providing various outreach services to clients within the community. Students who successfully complete the Patient Care Assistant Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP) which determines competency to become enrolled in the State nurse aide registry.

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
ALHS 1011 - Anatomy and Physiology	5
ALHS 1040 - Introduction to Health Care	3
ALHS 1060 - Diet and Nutrition for Allied Health Sciences	2
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
COMP 1000 - Introduction to Computers	3
EMPL 1000 - Interpersonal Relations and Professional Development	2
NAST 1100 - Nurse Aide Fundamentals	6

PR21 PC Repair and Network Technician
Technical Certificate of Credit
Offered at the Savannah and Effingham Campus

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	No

Minimum Test Scores:

	Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
CIST 1001 - Computer Concepts	4
CIST 1122 - Hardware Installation and Maintenance	4
COMP 1000 - Introduction to Computers	3
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

PT21 Phlebotomy Technician
Technical Certificate of Credit
Offered at the Liberty Campus

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:

	Test:	ASSET	X COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

Credits

ENGL 1010 - Fundamentals of English I	3
ALHS 1011 - Anatomy and Physiology	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

PD71 Photovoltaic System Installation and Repair
Technical Certificate of Credit
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	2 Term(s)
Minimum Credit Hours for Graduation	24

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	No

Minimum Test Scores:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	Credits
ELTR 1020 – Electrical Systems Basics I	3
IDFC 1011- Direct Circuit	3
IDFC 1007 – Industrial Safety Procedures	2
ELTR 1060 – Electrical Prints, Schematics, and Symbols	3
ELTR 1205 – Residential Wiring I	4
ELTR 1210 – Residential Wiring II	4
ELTR 1525 – Photovoltaic Systems	5

**PN12 Practical Nursing
Diploma**
Offered at the Savannah and Liberty Campus

Program Entrance Term	Fall/Spring (Savannah) Spring (Liberty)
Minimum Length of Program	5 Term(s)
Minimum Credit Hours for Graduation	60

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

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:

Test:	ASSET	X	COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Other conditions for Admission (if any):

Successful completion of the Health Care Assistant (HA21) certificate Nurse Aide track must be obtained before applying for acceptance into the Practical Nursing Program. Additionally, perspective students must hold a current CNA license.

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 – Anatomy and Physiology	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
COMP 1000 - Introduction to Computers	3

RE31 Residential Energy Auditor
Technical Certificate of Credit
Offered at the Savannah Campus

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

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 is 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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

	<u>Credits</u>
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
 Total Credits Required for Program Completion	 17

PC81 Programmable Control Technician I
Technical Certificate of Credit Offered at
the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	17

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

Admission Requirements:

Minimum Required Age	16
High School Diploma or GED Required	No

Minimum Test Scores:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
IDSY 1110 - Industrial Motor Controls I	5
IDSY 1120 - Basic Industrial PLC's	6
IDSY 1220 - Intermediate Industrial PLC's	6

RW21 Residential Wiring Technician

Technical Certificate of Credit

Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
Minimum Credit Hours for Graduation	19

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	No

Minimum Test Scores:

	Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

	<u>Credits</u>
IDFC 1007 - Industrial Safety Procedures	2
IDFC 1011 - Direct Current I	3
ELTR 1060 - Electrical Prints, Schematics, and Symbols	3
ELTR 1020 - Electrical Systems Basics I	3
ELTR 1205 - Residential Wiring I	4
ELTR 1210 - Residential Wiring II	4

RWA3 Residential Weatherization and HVAC Specialist
Associate of Applied Science
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
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 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	3
-----------------------	---

Occupational Courses

COMP 1000 - Introduction to Computers	3
---------------------------------------	---

COFC 1000 – Safety	3
--------------------	---

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 System Components	4
CMTT 2200 – Building Analyst 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
Total Credits for Program Completion	61

**RWA2 Residential Weatherization and HVAC Specialist
Diploma**

Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	57

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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

General Education Core (Required minimum: 9 Semester Credit Hours)

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

Occupational Courses

COMP 1000 - Introduction to Computers	3
COFC 1000 – Safety	3
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 System Components	4
CMTT 2200 – Building Analyst 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
Total Credits Required for Program Completion	57

SB51 Small Business Marketing Manager

Technical Certificate of Credit Offered at

Savannah Campus

Program Entrance: Fall, Spring, Summer

Minimum Length of Program: 2 Terms

Minimum Credit Hours for Graduation: 15 Credits

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

Mathematics: 26

Algebra: n/a

Program 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

**SR11 Sales Representative
Technical Certificate of Credit**
Offered at the Savannah Campus

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

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:

	Test :	ASSET	X	COMPASS	Not Required
Reading:				70	
English:				32	
Mathematics:				26	
Algebra:				n/a	

Program Courses

	<u>Credits</u>
MKTG 1160 Professional Selling	3
MKTG 2060 Marketing Channels	3
MKTG 2160 Advanced Selling	3
MKTG 1190 Integrated Marketing Communications	3
COMP 1000 Introduction to Computers	3

ST11 Shampoo Technician
Technical Certificate of Credit
Offered at the Savannah, Liberty and Effingham Campus

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	Yes

Minimum Test Scores:

	Test:	ASSET	X COMPASS	Not Required
Reading:			70	
English:			32	
Mathematics:			26	
Algebra:			n/a	

Program Courses

Credits

COSM 1000 - Introduction to Cosmetology Theory	4
COSM 1020 - Hair Care and Treatment	2
COSM 1120 - Salon Management	3
Select one of the following two courses	
Elective	3
EMPL 1000 – Interpersonal Relations and Professional Development	2

ST13 Surgical Technology
Associate of Applied Science
Offered at the Savannah Campus

Program Entrance Term	Fall
Minimum Length of Program	8 Term(s)
Minimum Credit Hours for Graduation	76

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

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:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
Algebra:		37	

Other conditions for Admission (if any):

Successful completion of the Health Care Science (HS21) Certificate Central Sterile Supply Processing track must be obtained before applying for acceptance into the Surgical Technology degree program.

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
Choose One Social Sciences/Behavioral Sciences Course	
Area III - Natural Sciences/Mathematics – Select one of the following three courses	3
MATH 1100 - Quantitative Skills and Reasoning	
MATH 1101 - Mathematical Modeling	
MATH 1111 - College Algebra	
Area IV Humanities/Fine Arts	3
Choose one Humanities/Fine Arts Course	
Additional General Education Core Requirement	3
Choose an additional course from Areas I, II, III, or IV.	

Occupational Courses

ALHS 1040 - Introduction to Health Care	3
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	6
SURG 1100 - Surgical Pharmacology	2
SURG 1020 - Principles of Surgical Technology	5
SURG 1120 - Surgical Technology Clinical I	3
SURG 1130 - Surgical Technology Clinical II	3
SURG 2030 - Surgical Procedures I	4
SURG 2120 - Surgical Technology Clinical III	3
SURG 2130 - Surgical Technology Clinical IV	3
SURG 2040 - Surgical Procedures II	4
SURG 2140 - Surgical Technology Clinical V	3
SURG 2150 - Surgical Technology Clinical VI	3
SURG 2240 - Seminar in Surgical Technology	2
COMP 1000 - Introduction to Computers	3

**ST12 Surgical Technology
Diploma**
Offered at the Savannah Campus

Program Entrance Term	Fall
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	62

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

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:

Test	ASSET	X COMPASS	Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Other conditions for Admission (if any):

Successful completion of the Health Care Assistant (HA21) certificate Central Sterile Supply Processing Technician track must be obtained before applying for acceptance into the Surgical Technology diploma program.

Program Courses

Credits

Basic Skills Courses:

ENGL 1010 - Fundamentals of English I	3
MATH 1012 - Foundations of Mathematics	3

Occupational Courses

SURG 1010 - Introduction to Surgical Technology	6
SURG 1080 - Surgical Microbiology	2
SURG 1100 - Surgical Pharmacology	2
SURG 1020 - Principles of Surgical Technology	5
SURG 1120 - Surgical Technology Clinical I	3
SURG 1130 - Surgical Technology Clinical II	3
SURG 2030 - Surgical Procedures I	4
SURG 2120 - Surgical Technology Clinical III	3
SURG 2130 - Surgical Technology Clinical IV	3

SURG 2040 - Surgical Procedures II	4
SURG 2140 - Surgical Technology Clinical V	3
SURG 2150 - Surgical Technology Clinical VI	3
SURG 2240 - Seminar in Surgical Technology	2
COMP 1000 - Introduction to Computers	3
ALHS 1040 - Introduction to Health Care	3
ALHS 1090 - Medical Terminology for Allied Health Sciences	2
ALHS 1011 - Anatomy and Physiology	5

**ST23 Sustainable Technology
Diploma
Offered at the Savannah Campus**

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	4 Term(s)
Minimum Credit Hours for Graduation	54

Program Description: This program introduces students to the various fields of sustainable technologies. Topics include energy efficiency, 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:

Test:	ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		70	
English:		32	
Mathematics:		26	
Algebra:		n/a	

Program Courses

Credits

General Education Core (Required minimum: 9 Semester Credit Hours)

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

Occupational Courses

COMP 1000 - Introduction to Computers	3
IDFC 1007 – Industrial Safety Procedures	3
DFTG 1101 – CAD Fundamentals	4
GRBT 1001 – Introduction to Green Building	4

Specialization Selection- Electrical

ELTR 1020 – Electrical Systems Basics I	3
ELTR 1060 – Electrical Prints, Schematics, and Symbols	3
ELTR 1205 – Residential Wiring I	4
ELTR 1525 – Photovoltaic Systems	5
ELTR 1526 – Solar Thermal Installation and Repair	6
ELTR 1527 – Wind Energy Installation and Repair	6
ELTR 1210 – Residential Wiring II	4

IDFC 1011 – Direct Current I	3
<i>Specialization Selection- Electrical</i>	
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
HSLT 1050 – Structure 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
 Total Credits Required for Program Completion	 54

TS11 Team Supervisor
Technical Certificate of Credit
Offered at the Savannah and Liberty Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	6 Term(s)
Minimum Credit Hours for Graduation	18

Program Description: The purpose of this program is to prepare 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:

	Test:	<input checked="" type="checkbox"/> ASSET	<input type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		38		
English:		35		
Mathematics:		35		
Algebra:		n/a		

Program Courses

	<u>Credits</u>
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 Communication Techniques	3
MGMT 2120 - Labor Management Relations	3

TC31 Technical Specialist
Technical Certificate of Credit
Offered at the Savannah, Liberty and Effingham Campus

Program Entrance Term

Minimum Length of Program

Minimum Credit Hours for Graduation

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

High School Diploma or GED Required

Minimum Test Scores:

Test:	<input type="checkbox"/> ASSET	<input checked="" type="checkbox"/> COMPASS	<input type="checkbox"/> Not Required
Reading:		79	
English:		62	
Mathematics:		n/a	
Algebra:		37	

Program Courses

COMP 1000 - Introduction to Computers

Occupational Guided Electives - (9 - 12 hrs.) Specified by college advisor

ENGL 1101 - Composition and Rhetoric

Humanities/Fine Arts – Select six hours from among the following four courses

ARTS 1101 - Art Appreciation

MUSC 1101 - Music Appreciation

HUMN 1101 - Introduction to Humanities

ENGL 2130 - American Literature

Social/Behavioral Science - Select six hours from among the following courses

PSYC 1101 - Introductory Psychology

ECON 1101 - Principles of Economics

ECON 2105 - Macroeconomics

SOCI 1101 - Introduction to Sociology

POLS 1101 - American Government

HIST 1111 - World History I

HIST 1112 - World History II

HIST 2111 - U.S. History I

HIST 2112 - U.S. History II

Natural Sciences/Mathematics - Select three hours from among the following courses

MATH 1101 - Mathematical Modeling

MATH 1112 - College Trigonometry

MATH 1113 - Precalculus

MATH 1111 - College Algebra

BIOL 1111 - Biology I / BIOL 1111L Biology Lab

CHEM 1151 - Survey of Inorganic Chemistry / CHEM1151L Survey of Inorganic Chemistry Lab

PHYS 1110 - Conceptual Physics / PHYS 1110L Conceptual Physics Lab

General Education Core Electives - (6 - 12 hrs.) Specified by college

VSM1 Vertical Shielded Metal ARC Welder
Technical Certificate of Credit
Offered at the Savannah Campus

Program Entrance Term	Fall, Spring, Summer
Minimum Length of Program	1 Term(s)
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:

	Test:	ASSET	<input checked="" type="checkbox"/>	COMPASS	<input type="checkbox"/> Not Required
Reading:				70	
English:				32	
Mathematics:				26	
Algebra:				n/a	

Program Courses

	<u>Credits</u>
WELD 1060 - Vertical Shielded Metal Arc Welding	4
WELD 1050 - Advanced Gas Tungsten ARC Welding	3
<i>Choose one of the following courses:</i>	
WELD 1040 - Flat Shielded Metal Arc Welding I	4
WELD 1153 - Flex Cored Arc Welding	4
WELD 1030 - Blueprint Reading for Welding Technology	3
WELD 1154 – Plasma Cutting	3
WELD 1156 – Ornamental Iron Works	3
 Total Credits Required for Program Completion	 11-12

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

Or 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 for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis. Laboratory work demonstrates theory presented in class.

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 I

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

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

AIRC 1090 - Troubleshooting Air Conditioning Systems

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 - Anatomy and Physiology (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: None

Co-requisites: All Required

AMCA 2110- CNC Fundamentals

AMCA 2150 (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: None

Co-requisites: All Required

AMCA 2110- CNC Fundamentals

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: None

Co-requisites: All Required

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 include: dimensioning standards and practices, blueprint components, interpretation of reference planes and coordinate systems, engineering numbering and revision system, body/field of the drawing, detail drawings, configurated/method/undimensioned drawings.

Pre-requisites: None

Co-requisites: All Required

ASTT 1010 - Basic Blueprint Reading

ASTT 1030 - Structural Fundamentals (3)

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
ASTT 1010 - 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
ASTT 1010 - Basic Blueprint Reading
ASTT 1030 - Structural Fundamentals
Co-requisites: All Required
ASTT 1020 - 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
Program 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 processes. 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 the development of knowledge and skills necessary to assess damage due to corrosion and take corrective action.

Topics include: safety; corrosion theory; corrosion types; corrosion removal, repair, and treatment; and corrosion prevention.
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
MATH 1012 - Foundations of Mathematics
ASTT 1040 - Structural Layout and Fabrication
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
ASTT 1020 - Aircraft Blueprint Reading
Co-requisites: All Required
ENGL 1010 - Fundamentals of English I
AUMF Automated Manufacturing Technology

AUMF 1520 - Manufacturing Organizational Principles (1)

This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing processes, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.
Pre-requisites: All Required
Program Admission
Co-requisites: None

AUMF 1540 - Manufacturing Workforce Skills (2)

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change, and creating a positive image.
Pre-requisites: All Required
Program Admission
Co-requisites: None

AUMF 1560 - Manufacturing Production Requirements (1)

This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.
Pre-requisites: All Required
Program Admission
Co-requisites: None

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

Pre-requisites: All Required

Program Admission

Co-requisites: None

AUMF 1660 - Representative Manufacturing Skills

(4)

This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

Pre-requisites: All Required

Program Admission

Co-requisites: None

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

Co-requisites: None

AVIA Aviation Maintenance Tech

AVIA 2500 - Design and Maintenance of Aircraft Electrical Systems (3)

Introduces the student to the standards for design of aircraft electrical systems. Emphasis is placed on the procedures used for maintaining aircraft electrical systems. Topics include: Electrical control devices, electric motors, generator, alternators, power distribution systems, reading aircraft electrical schematics and the requirements for the installation and approval of electric components and materials established by the Federal Aviation Administration and published in Federal Aviation Regulations, advisory circulars and directives.

Pre-requisites: All Required

AVMT 1030 - Aircraft Electricity and Electronics

Co-requisites: None

AVIA 2510 - Aircraft Wire Installation and Repair (4)

Introduces the student to the standards and procedures used for installing wiring and components onto aircraft. Assembly and wiring of complex instrument panels, control panels and consoles. Installation of electrical components such as switches, relays, solenoids, circuit breakers, connectors and terminal boards.

Pre-requisites: None
Co-requisites: All Required
AVIA 2500 - Design and Maintenance of Aircraft Electrical Systems

AVIA 2520 - Aircraft Electrical and Avionics Equipment Installation (3)

Introduces the student to the standards and procedures for installing components onto aircraft. Emphasis is placed on the installation, inspection and operational checks of electrical and avionics systems.

Pre-requisites: None
Co-requisites: All Required
AVIA 2500 - Design and Maintenance of Aircraft Electrical Systems

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 (3)

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, 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 2113 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 1100 - Introduction to Keyboarding (3)

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

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

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 1101Co-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 2310ENGL 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 2310COMP 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 2300BUSN 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 1011Co-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)

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, sketching, 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 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: One Required

1106 - Print Reading for Luxury Craft Cabinetmaking

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

COFC 1050 - Construction Print Reading Fundamentals

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

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

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

(3)

Concepts

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 development 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 eMail 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 playing 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

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

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

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

This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include an introduction to the construction trades, workplace expectations, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success, and life skills.

Pre-requisites: None

Co-requisites: None

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

Pre-requisites: None

Co-requisites: None

This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

Pre-requisites: None

Co-requisites: None

This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

Pre-requisites: None

Co-requisites: None

COMP Introduction to Computers

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

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

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

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 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

(4)

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

(4)

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

(4)

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

(4)

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

(4)

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

CWDS Certified Warehousing Distribution Spec.

CWDS 1540 - Working in the Warehousing Environment

(2)

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

CWDS 1560 - Warehousing Core and Workforce Skills

(2)

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

CWDS 1580 - Warehousing and Distribution Process

(2)

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

CWDS 1620 – Representative Warehouse Skills

(1)

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

DENA 1010 - Basic Human Biology

(1)

Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.

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

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 introduced 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

DRFT Drafting

DRFT 2000 - Public Works Infrastructure

(3)

This course introduces the student to the methods of maintaining the most common public works infrastructures.

Emphasis will be placed on the different aspects of roadway maintenance, utility maintenance, and fleet management.

Pre-requisites: None

Co-requisites: None

DRFT 2005 - Plan Reading

(3)

This course introduces the reading and interpretation of construction drawings. Topics include: roadway plans, right of way, plan notations and symbols, and Georgia standards and specifications.

Pre-requisites: None

Co-requisites: None

DRFT 2010 - Construction Materials

(4)

This course covers the fundamental construction materials and their engineering properties. Material properties such as aggregates, asphalt, Portland cement concrete, steel and masonry are covered. Topics include: material properties, materials testing, and material selection and use.

Pre-requisites: All Required

MATH 1013 - Algebraic Concepts

Co-requisites: None

DRFT 2020 - Construction Materials and Cost Estimating

(3)

This course introduces the student to roadway and bridge construction materials and to cost estimation methods for a roadway project or project components. Topics include: initial construction, pavement construction, bridge construction, and cost estimating.

Pre-requisites: All Required

DRFT 2000 - Public Works Infrastructure

Co-requisites: None

This course introduces the student to the basic concepts and procedures used in managing a highway construction project. Emphasis will be placed on administering the contract and ensuring that construction is completed according to the contract. Topics include: contract administration, specifications, documentation, and project management.

Pre-requisites: All Required

DRFT 2000 - Public Works Infrastructure

Co-requisites: All Required

DRFT 2040 - Highway Design

DRFT 2040 - Highway Design

(3)

This course provides students with a basic understanding of design and construction of roadway and highway systems. Major topics include: geometric design, drainage design and computation, storm water management, and erosion control.

Pre-requisites: All Required

DRFT 2000 - Public Works Infrastructure

Co-requisites: None

DRFT 2050 - Surveying I

(2)

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

Pre-requisites: All Required

MATH 1015 - Geometry and Trigonometry

Co-requisites: None

DRFT 2060 - Route Location and Design

(5)

Provides the fundamentals of proper highway design. Students have opportunities to participate in actual field stakeout, measurement, and solution of design problems given specific parameters. Topics include: land transportation systems; ground and aerial route survey methods; circular, compound, reverse, and parabolic curves and spirals; highway design safety and limitations; intersections and interchanges; plot and field stakeout; and topographic planning.

Pre-requisites: All Required

DRFT 2050 - Surveying I

Co-requisites: All Required

MATH 1015 - Geometry and Trigonometry

DRFT 2070 - Civil Tech Internship

(3)

Provides student work experience in the occupational environment. Topics include: application of Civil Technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

Pre-requisites: All Required

DRFT 2000 - Public Works Infrastructure

DRFT 2010 - Construction Materials

DRFT 2020 - Construction Materials and Cost Estimating

DRFT 2040 - Highway Design

DRFT 2050 - Surveying I

DRFT 2005 - Plan Reading

Co-requisites: All Required

DRFT 2030 - Project Management

DRFT 2060 - Route Location and Design

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

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

ECCE 2320 - Program Administration and Facility Management (3)

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

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 from 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 2350 - Early Adolescent Development (3)

Introduces the student to the physical, social, emotional, and intellectual development of the early adolescent (12-15 years of age). Provides learning experiences related to the principles of human growth, development, and maturation, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, and developmentally appropriate practice.

Pre-requisites: All Required
Program Admission
Co-requisites: None

ECCE 2352 - Designing Programs and Environments for School Age Children and Youth (3)

Provides the student with information about preparing appropriate environments and planning and implementing activities for school age children and youth. This class includes 30 hours of lab, during which the student will be observed implementing the concepts learned in class. Topics include space design, varied choices and program activities to promote interest in: athletic/physical development, community involvement, cultural arts literacy, math, science and technology, and positive social relationships.

Pre-requisites: All Required
Program 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 dependant 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

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:

Co-requisites:

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

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

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 competency 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 1530 - 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

(3)

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: 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

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 C or better.

Co-requisites: None

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

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

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 w/ a C or better and Program Admission

Co-requisites: None

FOSC 2150 - Case Preparation and Courtroom Testimony

(4)

Examines the case file preparation, admissibility of evidence rulings, the criminal trial process, courtroom demeanor, and direct and cross examination techniques for courtroom testimony. Skills are performed in a mock courtroom setting by the students. Topics include fact and expert witnesses, pertinent case law, property and evidence reports, investigative and laboratory reports, preparation of the witness, witness credibility and proper courtroom appearance and demeanor.

Pre-requisites: One Required

Program Admission

FOSC 1206 - Introduction to Forensic Science w/ a C or better

Co-requisites: All Required

FOSC 2010 - Crime Scene Investigation I

FRSC Fire Science

FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals (3)

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

FRSC 1030 - Basic Firefighter - MODULE I

(5)

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

FRSC 1040 - Basic Firefighter - MODULE II

(3)

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

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

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

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

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

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 courses 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

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 1100 - Basic Circuit

(5)

Analysis

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

Pre-requisites: None

Co-requisites: All Required

MATH 1013 - Algebraic Concepts

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 1100 - Basic 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

DSY 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

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

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 1028 - Police Traffic Control and Investigation for Basic Law Enforcement (3)

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident

investigation. Topics include: regulations, impaired driving, and traffic accident investigation. This course is limited to students enrolled in the Basic Law Enforcement Technical Certificate of Credit.

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 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

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 - Anatomy and Physiology
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 - Anatomy and Physiology
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 - Anatomy and Physiology

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 - Anatomy and Physiology

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 1015 - Surface Grinder Operations (2)

Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include: surface grinders and surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

Pre-requisites: All Required
Provisional Admission
Co-requisites: None

MCHT 1017 - Characteristics of Metals/Heat Treatment I (3)

Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles

and heat treatment of metals.
Pre-requisites: All Required
Provisional 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 MCHT 1013
Provisional Admission
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
Provisional Admission
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
(4)

Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.
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 2140 - Retail Management

(3)

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

MGMT 2145 - Business Plan Development

(3)

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

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 discuss their perception of management practices which have been studied during the management

program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

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 tools 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

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

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

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

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

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

PARA 2215 - Paralegal Internship II

(6)

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 1020 - Pharmacology for Clinical Calculations (2)

Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

Pre-requisites: One Required

Program Admission

Co-requisites: None

PNSG 1030 - Clinical Nutrition (2)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, enteral and parenteral nutrition, nutrition throughout the lifespan, and client education.

Pre-requisites: One Required

Program Admission
Co-requisites: None

PNSG 1100 - Nursing Fundamentals (7)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; geriatrics and standard precautions.

Pre-requisites: All Required

Program Admission

ENGL 1010 - Fundamentals of English I

ALHS 1011 - Anatomy and Physiology

PSYC 1010 - Basic Psychology

MATH 1012 - Foundations of Mathematics

ALHS 1090 - Medical Terminology for Allied Health Sciences

ALHS 1040 - Introduction to Health Care

Co-requisites: None

PNSG 1120 - Medical Surgical Nursing I (7)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and nutritional aspects related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: None

PNSG 1122 - Medical Surgical Nursing Practicum I (6)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: One Required

PNSG 1120 - Medical Surgical Nursing I

PNSG 1130 - Medical Surgical Nursing II (7)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole,

pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Pre-requisites: One Required

PNSG 1120 - Medical Surgical Nursing I

Co-requisites: None

PNSG 1132 - Medical Surgical Nursing Practicum II (6)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Pre-requisites: All Required

PNSG 1120 - Medical Surgical Nursing I

PNSG 1122 - Medical Surgical Nursing Practicum I

Co-requisites: One Required

PNSG 1030 - Clinical Nutrition

PNSG 2120 - Pediatric Nursing (4)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: None

PNSG 2122 - Pediatric Nursing Practicum (1)

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: One Required

PNSG 2120 - Pediatric Nursing

PNSG 2130 - Obstetric Nursing

(4)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: None

PNSG 2132 - Obstetric Nursing Practicum

(2)

Focuses on clinical patient care aspects health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: One Required

PNSG 2130 - Obstetric Nursing

PNSG 2150 - Nursing Leadership

(1)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: None

PNSG 2152 - Nursing Leadership Practicum

(2)

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

Pre-requisites: All Required

PNSG 1020 - Pharmacology for Clinical Calculations

PNSG 1030 - Clinical Nutrition

PNSG 1100 - Nursing Fundamentals

Co-requisites: One Required

PNSG 2150 - Nursing Leadership

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)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

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 0098 - English III

Co-requisites: None

SURG Surgical Technology

SURG 1010 - Introduction to Surgical Technology

(6)

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

(5)

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 1120 - 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 1130 - 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

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 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 1130 - Surgical Technology Clinical II

Co-requisites: None

SURG 2130 - 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 1130 - Surgical Technology Clinical II

Co-requisites: None

SURG 2140 - Surgical Technology Clinical V

(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 IV
Co-requisites: None

SURG 2150 - Surgical Technology Clinical VI (3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

Pre-requisites: One Required
SURG 2130 - Surgical Technology Clinical IV
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: None

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 1150 - Advanced Gas Tungsten Arc Welding (3)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

Pre-requisites: All Required

WELD 1000 - Introduction to Welding Technology

Co-requisites: None

WELD 1151 - Fabrication Processes (3)

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

Pre-requisites: All Required

WELD 1030 - Blueprint Reading for Welding Technology
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

WELD 1154 - Plasma Cutting (3)

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

Pre-requisites: All Required

WELD 1000 - Introduction to Welding Technology

Co-requisites: None

WELD 1156 - Ornamental Iron Works (3)

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

Pre-requisites: All Required

WELD 1010 - Oxyfuel Cutting

WELD 1030 - Blueprint Reading for Welding Technology

WELD 1040 - Flat Shielded Metal Arc Welding

WELD 1090 - Gas Metal Arc Welding

Co-requisites: None

WELD 1330 - Metal Welding and Cutting Techniques (2)

This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

Pre-requisites: All Required

Provisional Admission

Co-requisites: None

Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a hands on situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

Pre-requisites: None

Co-requisites: None

ADULT EDUCATION – GENERAL EDUCATIONAL DEVELOPMENT (GED)

Our Mission

To enable every learner to acquire the necessary skills in reading, speaking, writing and math so they will become lifelong learners and productive citizens in a global society.

The Adult Education Program for Service Delivery Area 24 (SDA 24) consisting of Effingham, Chatham, Bryan and Liberty Counties, believes that the adult learner wants to learn basic literacy skills. We believe that adult learners acquire these skills in an educational setting where the curriculum, teaching methods, and materials are adjusted to their individual learning needs and styles.

We also believe that our adult learners want to be empowered to take control of their lives and that this can happen best by involving them as partners in the learning process. This process involves consulting with them on a continuous basis in setting goals and selecting instructional materials consistent with their learning styles.

WHO IS ELIGIBLE?

Anyone age 16 or older and not currently enrolled in school is eligible to attend. Students may enter or exit the program at any time, based on their needs. Prospective students, 16 to 18 years old, must obtain special permission to be enrolled, along with parent/legal guardian permission for anyone age 16 and 17 years old.

A withdrawal form from the last school attended must be submitted for all under-age youth. All prospective students must present valid photo identification with birth date. 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 Academic Commons Building, Room 228.

ESL PROGRAM

The goal of the ESL portion of the Adult Education Program is designed to improve a student's level of English. ESL classes teach different English language skills, depending on students' English abilities, interests, and needs. All programs teach the following: conversational English, grammar, reading, listening comprehension, writing, and vocabulary. Please call 912.443-5448 for registration dates and times.

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.

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

Hours of Operation: Monday-Thursday: 8:00 a.m. – 6:00 p.m.
 Friday: 8:00 a.m. – 12:00 p.m.

Contact: **Reeshemah Johnson**
 rjohnson@savannahtech.edu
 Phone: 912.443.5808
 Fax: 912.966.6735

SAVANNAH TECHNICAL COLLEGE FACULTY AND STAFF

A

Aberson, Susan, Assistant Registrar
M.B.A., Georgia Southern; B.B.A. Valdosta State University

Adamo, Oluwiyomi, Department Head/Instructor, Electronics and Computer Engineering Technology; M.S. Computer Engineering; B.S. Electronics Engineering Technology, University of North Texas, Denton, TX

Adams, Anthony K., Instructor, Computer Information Systems
M.A. Computer Information Management, Webster University; B.A. Human Resource Administration, St. Leo University; Associates Degree General Studies, Vincennes University; CompTia Network + Certification, Microsoft Certified Professional

Adams, Matthew, Instructor, ESL/RSL
M.A. History, Armstrong Atlantic State University; B.A. English, College of Charleston

Allen, Tracy L., GED Chief Examiner
M.P.A Georgia Southern University; B.S. Business Information Systems, Albany State University

Allen-Foreman, S., Payroll Technician
Diploma, Accounting, Savannah Technical College; Diploma, Business Office Technology, Savannah Technical College

Amacher, Thomas, Instructor, Commercial Truck Driving
Commercial Driver's License

Anderson, Faith, Financial Aid Director
M.P.A. Public Administration, Savannah State University; B.S.W. Savannah State University

Anklesaria, Tehmi K., Textbook Manager
Master's in Law, B.S. Law, University of Bombay

Anumolu, Asha K., Department Head/Instructor, Practical Nursing
M.S.N., B.S.N. Columbia Union College

Anumolu, Sekhar, P.E., Instructor, Mathematics
Ed.S. Industrial Arts Technology Education, Georgia Southern University; M.S.E. Mechanical Engineering and M.B.A. Management, West Virginia University; B.S.M.E. Institution of Engineers, India; D.M.E. MCM, Polytechnic, India

Aranda, Salvador P., Department Head/Instructor, Industrial Systems
B.S.M.E. University of Arizona

B

Banks, Melissa A., Human Resources Director
B.B.A. Marketing, Georgia Southern University; PHR Certification/SHRM Human Resource Certification Institute

Barringer, Robert F., Department Head/Instructor, HVAC

Beam, Lauren, Instructor, Psychology
B.S. Psychology, University of Georgia; M.S. Psychology, Georgia Southern University

Bennett, Gloria S., Training Coordinator, CCR&R

Bennett, Tamara M., Bookstore Assistant
B.B.A., A.A., Business Administration, American Intercontinental University,

Berksteiner, Ethel D., Director, Student Enrichment Center
Ed.D. Education, Argosy University; M.B.A. Business, Georgia College & State University; B.S. Business, Fort Valley State University

Berry-Adi M., Data Entry Specialist
Diploma, Secretarial Science, Savannah Technical College

Berry-Haynes, LaVerne, Information Specialist
A.A.T. Microcomputer Specialist and Diploma Computer Operations, Savannah Technical College

Black, Christina R., Admissions Counselor/Recruiter
B.B.A. International Business, University of Georgia

Bolton, Thomas, Instructor, Air Conditioning Technology
Air Conditioning Technology Certificate, Savannah Technical

Bowen-Lloyd, Rita E., Procurement Specialist
B.S. Biology, Armstrong Atlantic State University, A.A. General Studies, Armstrong Atlantic State University

Boyd, Kenneth D., Vice President for Economic Development
Ed.D. Georgia Southern University, M.S. Systems Technology, Naval Postgraduate School; B.S. Business Management, University of Delaware

Brannen Jr., William, Campus Shop Assistant
B.A. Information Systems, Armstrong Atlantic State University

Brannen, Tammy T., Assistant Director, Information Technology Services
B.B.A. Marketing, Georgia Southern University

Brown-Rhett, Stephanie, Instructor, Business Administrative Technology
M.A. Teaching and Learning with Technology, Ashford University; M.B.A. Management of Technology, Walden University; B.S. Computer Information Systems, St. Leo University; Diploma, Computer Information Systems, Savannah Technical College

Burch, James C. H., Library Services Director
M.A. History, Georgia State University; M.L.I.S. University of South Carolina; B.A. Political Science, Armstrong Atlantic State University

Burke, Victor G., Department Head/Instructor, Criminal Justice
M.P.A. Georgia Southern University; B.S. Criminal Justice, Armstrong Atlantic State University; Georgia P.O.S.T. Certified Instructor, P.O.S.T. Firearms Instructor

Burns, William, Department Head/Instructor, Welding & Joining

Butler, Betty A., Instructor, Practical Nursing
M.S.N., B.S.N., A.D.N Armstrong Atlantic State University

Butler, Tiffany V., Assistant Director, Adult Education
M.Ed. Counseling and Personnel, University of Southern Mississippi; B.A. Social Science/International Study, Troy University

C

Campbell, Angela D., Student Records Specialist, Gateway to College

Campbell, Natasha, Information Specialist
Diploma Accounting, Ogeechee Technical College

Campbell, Veronica W., Evening Coordinator
A.A.T. Accounting, Criminal Justice, Administrative Office Technology, Savannah Technical College

Caudell, Gearry, Instructor, Culinary Arts
Baking & Pastry Diploma; A.S. Degree, Sullivan University, KY, Culinary Arts

Chance, Katrina S., Assistant Director, CCR&R
B.A. Social Science and A.S. General Studies, Washington State University

Chieves, Kevin L., Purchasing Manager
State Financial Management Certificate, University of Georgia
C.P.P.B. Certification, Universal Public Purchasing Council Certification

Clary, Kimberly A., Administrative Support Assistant, Adult Education

Cohen, Beverly, Administrative Assistant
A.S. General Studies, Navarro Junior College

Cole, Cynthia, Information Specialist
A.A., Administrative Assistant/General Office, American River College

Coleman, Carrol A., Instructor, Adult Education
M. Ed. and B.S. Psychology, Georgia Southern University

Cook, Kenneth C., Facilities Director
M.B.A., Management and B.B.A., Business, American InterContinental University

Cope, Gerald D, Instructor, Adult Education

Corbett, Celeste E., Instructor, Cosmetology
Licensed Master Cosmetologist, Licensed Cosmetology Instructor

Costa, Sharlene H., Director, CCR&R
B.S. Business Administration, Pennsylvania State University

Counihan, Linda G, Administrative Assistant to Vice President for Student Affairs

Creech, James K., Custodian Supervisor
Certificate, Commercial Truck Driving, Savannah Technical College

Creel, Michele P., Instructor, Mathematics
M.Ed. Mathematics, Georgia Southern University; B.S.Ed. Mathematics, Georgia Southern College

Crisp, Robert B., Instructor, English, Gateway to College
M.A. English, University of Alabama Birmingham, B.S. English/Professional Writing, University of North Alabama

Cunningham, Alfonza, Dean of General Studies
Ed.D, Adult Education, University of Georgia, M.B.A. Management, Golden Gate University; B.A. Business Management, St. Leo University

Cushman, Earnest, Instructor, Automotive Technology

Cutter-Williams, Kimberly S., Department Head/Instructor, Cosmetology
B. A. Psychology, St. Leo University; Master Cosmetologist, Savannah Technical College; Master Cosmetology Instructor, Proway Beauty College; M.Ed. Adult Education and Community Leadership, Armstrong Atlantic State University

D

Daily, Ayana, Information Specialist
A.A.T. Microcomputer Specialist; Certificate - Windows 2000 Tech; Certificate - Basic Computer Tech; Certificate - MOS Technician; A.A.T. Networking Specialist, Savannah Technical College

Darnstaedt, Sherry, Accounts Receivables Supervisor
B.B.A. Business Accounting concentration, Brewton Parker College, A.A.T. Accounting, Savannah Technical College; A.A.T. Computer Science, Meadows Junior College

Davis, Brina D., Accounts Receivable Technician

Davis, Vicky, Administrative Assistant to Vice President for Academic Affairs

Derfus, Stephanie J., Department Head/Instructor, Dental Assisting & Dental Office Management
M.S. Career and Technical Education, University of Wisconsin

Dittmann, Mariam W., Dean of Curriculum and Special Projects
Ph.D. and M.S. Physics, University of Georgia; B.S. Physics, Furman University

Dixon Jr., Claude, Maintenance Supervisor

Dobbs, Sharon J., Instructor, Patient Care Tech/CNA
B.S.N., Kennesaw State University

E

Edenfield, Suzanne M., Dental Hygiene Program Administrator

Ed.D. Health Education, Nova Southeastern University; MHS Health Sciences, BS Dental Hygiene Education, AS Dental Hygiene, Armstrong Atlantic University

Edwards, Ronald W., Technology Support Specialist

Edwards, Sherry A., Accounts Payable Supervisor

B.B.A. and A.S. Accounting, South University; Diploma, Data Processing, Savannah Technical College

Ellis, Connie, Coordinator, Career Services and Student Activities

M.Ed. and B.S. Ed., Georgia Southern University

Ellison, Heidi M., Accounting Payable Technician

Associate Degree Accounting, Savannah Technical College

Enfinger, Thomas L., Maintenance Technician

Erwin Jr., George, Instructor, Marketing Management

M.B.A. and B.A., Psychology, University of Georgia

Eubanks, Virginia Gail, Executor Director of Enrollment Management/Marketing

M.A. Speech Communication, California State University Los Angeles; B.A. Environmental Studies, University of North Carolina, Wilmington

F

Felton, Isaac L., Instructor, Adult Education

B.S. Mathematics, Georgia Southern University

Ferrara, Brendan P., Department Head/Instructor, Marketing Management, Hospitality, Restaurant, and Tourism

M.B.A. Georgia Southern University; B.B.A. University of Cincinnati

Fogarty, Daniel T., Instructor, Peace Officer Academy

M.P.A. Columbus State University; Georgia P.O.S.T. Certified Instructor

Franklin, Christopher, Campus Police Officer

Certificate, Basic Law Enforcement, Savannah Technical College

Franklin, Dulcie, Instructor, Mathematics/Physics

M.S. Physics, University of Mysore; B.S. Physics, University of Madurai; A.A.S. Computer Engineering Technology, Wake Technical College

Frazier Jr., Herbert, Custodian

Freeman, Jason S., Maintenance Technician

G

Garrett, Estelle D., Technical Assistance Coordinator, CCR&R

B.S. Early Elementary Education, Georgia Southern University

Gerbsch, Julie T., Business and Industry Training Specialist

M.A. Liberal & Professional Studies, Armstrong Atlantic State University; B.A. Liberal Arts & Science, Indiana State University, Terre Haute

Gibbs, Christopher, Instructor, Machine Tool/CNC

Gillenwater, Corey, Technology Support Specialist

Networking Specialist, Savannah Technical College, Computer Support Specialist, Savannah Technical College

Gillenwater, Melissa, Admissions Counselor/Recruiter
B.A. Political Science, Armstrong Atlantic State University

Gilyard, Rayfield, Custodian

Glisson, Lonna, Administrative Assistant to Vice President of Administrative Services
A.A., Business Administration, Saint Leo University

Goetz, Kristin, TA/Training Team Leader, CCR&R
B.S. General Studies, University of Missouri

Goodman, Pauline, Instructor, ESL, Adult Education
M.S. Multilingual/Multicultural Education, Florida State University

Gore-Gray, Katrina F., General Studies & Learning Support Assistant

Gowans, Wendi K., Instructor, Adult Education
M.A. Clinical Counseling, Webster University; B.S. Sociology, Claflin University

Griffin, Lawanna S., Shipping & Receiving Technician
A.A. Accounting, Savannah Technical College

H

Hagan, Katie K., Technical Assistance Coordinator, CCR&R
B.S. Child and Family Development, Georgia Southern University, A.A. Teacher Education, East Georgia College

Hager, Eric, Webmaster
B.S. Computer Science Information Technology, Limestone College; A.I.T. Radio and TV Broadcasting, Tri-County Technical College

Halston, Janice M., Instructor, Adult Education
B.A. Sociology, Morris Brown College

Hartley, Stephen E., Instructor, Historic Preservation
M.F.A. Historic Preservation, Savannah College of Art and Design; B.A. History, Coastal Carolina University

Hearn, Allison K., Program Assistant, Gateway to College

Heidkamp, Sherry, Distance Education Specialist
M.S. Computer Information Systems, University of Phoenix; B.B.A. Information Systems, Georgia Southern University

Herring, Joseph R., Chief of Police

Herrington, Laurie, Director of Student Support Services & Retention
M.S. Management/Leadership & Organizational Effectiveness, Troy University; B.S. Communications, Georgia Southern University

Hill, Landon, Instructor, Sociology
M.S. Criminal Justice, University of Alabama; B.S. Social Science, Gardner-Webb University

Hobbs, Anthony, Instructor, Automotive
ASE Master Automobile Technician

Holmes, Brenda J. H., Instructor, Practical Nursing
M.S.N., A.R.N.P. Barry University; B.S.N. Florida International University; A.D.N. Miami Dade Community College

Holmes, Jr., Japan, Instructor, Accounting
M.Ed. Business, Georgia Southern University; M.A.F.M. Accounting, Keller Graduate School of Management; B.B.A., Accounting, Armstrong State College; B.A. 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 and A.A.T. Administrative Office Technology, Savannah Technical College

I

Isabella, Keturah O., Library Assistant
Associate Degree Accounting, Savannah Technical College

J

Jackson, Sarah C., Technical Assistance Coordinator, CCR&R

Jenkins, Carlethia D., Campus Shop Assistant

Jenkins, Cheryl A., Instructor, Allied Health Core
B.S.N. , Nursing, University of Arizona; A.S.N., Nursing, Angelo State University

Jenkins, Sandra J., Director, Gateway to College
Ed.D. Education Administration, Ed.S. Educational Leadership, M.Ed. Counselor Education, B.S. Psychology, Georgia Southern University

Jerdon, Rhonda, Data Entry Specialist
A.A.S. Computer Support Specialist; A.A.T. Internet Specialist, Web Design; Diploma- Internet Specialist-Web Site Design; Computer Repair Technician, Middle Georgia Technical College

Johnson, Cynthia, Instructor, Mathematics
M.Ed. Mathematics Education, Boston University; B.A. Mathematics, William Smith College

Johnson, Reeshemah, Program Assistant, Economic Development
B.A. Business Administration, American International University

Jones, Arrie K., Information Specialist
A.A.T. Accounting and A.A.T. Administrative Office Technology, Savannah Technical College

Jones, Demetres, Information Specialist
Diploma-Information and Office Technology and Certificate-Medical Coding, Ogeechee Technical College

Jones, Marcia P., Instructor, Dental Assisting
M.S. Health Occupations, University of Georgia, B.S Dental Hygiene and A.S. Dental Hygiene, Armstrong Atlantic State University

Jones, Michael A., Public Safety Officer

Jones, Rebekah, Switchboard Expeditor
Diploma, Medical Assisting, Everest College

K

Kennedy, Barry, Instructor, Welding and Joining Technology

Krautheimer, Daniel, Department Head/Instructor, Construction Management
M.S. Computers in Education, Long Island State University; B.S. Technology Education and B.A. Sociology, SUNY Buffalo State College; Construction Safety and Health Certificate, Georgia Institute of Technology

Kuhlke, Anne M., Counselor/ Coordinator of Special Populations
M.S. Professional Counseling, Georgia State University; B.A. Christianity, Mercer University; Licensed Professional Counselor, State of Georgia

Kuyk, Lisa F., Assessment Coordinator
B.S. Psychology, Armstrong Atlantic State University

L

Lake, George W., Public Safety Officer
B.A. Criminal Justice, SUNY Brockport State University

Lawson, Deborah, Information Specialist
A.G.S. General Studies, Central Texas College

LeCounte, John F., Admissions Counselor/Recruiter
M.A. Management and M.A. Human Resources Management, Webster University; B.A. Justice Administration, Hawaii Pacific University

Leo, Myrtle M., Accounting Technician/Cashier
Associate Degree Accounting and Administrative Office Technology, Savannah Technical College

Lewis, Rimina, Instructor, Practical Nursing
M.S.N. Nursing Education; B.S.N. University of Phoenix; A.D.N. Harry-Georgetown Technical College and

Loos, Tal, Dean of Industrial Technology
Masters in Aviation Science, Everglades University; B.S. Sports Management, Erskine College, A.A.S. Aviation Maintenance, Middle Georgia Technical College. Holder of FAA Mechanic Certificate with Airframe and Powerplant Ratings; Holder of Inspection Authorization; Holder of Designated Mechanic Examiner Certificate.

Love, Kathy S., President
Ed.D. Higher Education Leadership, Northcentral University; Ed.S. Education Administration and Supervision, Columbus State University; M.S.A. Business Administration and B.S. Computer Science, Georgia Southwestern University

Lovett, Mary M., Coordinator/Team Leader, CCR&R
M.Ed. Early Childhood Education and B.A. Political Science, Armstrong Atlantic State University

M

Mathis, Jannett, Data Manager, CCR&R
M.A. Counseling, Adams State College; B.A. Psychology, North Carolina State University

McIntyre, Kimberly, Technical Assistance Coordinator, CCR&R
B.S. Liberal Studies, Minor Education, Armstrong Atlantic State University

Mengle, Jan E., Instructor, Dental Hygiene
M.H.S., Health Sciences, B.S.Ed., Dental Hygiene Education, Armstrong Atlantic University

Middleton, Geraldine, Instructor, Computer Information Systems
M.S. Information Technology and Graduate Certificate, University of Maryland University College; B.S. Chemistry, Savannah State College; Technical Certificate of Credit, Windows NT Specialist-Savannah Technical College, CCNA; CISCO Certified Academy Instructor (CCAI)

Miller, William T., Systems Administrator
A.A.T., Computer Information Systems – Network Specialist, Altamaha Technical College

Milton, Teyonna N., Public Safety Officer
B.A. Criminal Justice, Savannah State University

Mincey, June E., Administrative Professional, Public Service
Diploma-Dental Assisting and Diploma-Clerk Typist

Mobley, Linda, Administrative Support Assistant of Business and Technology
Associate Degree, Accounting/Marketing Management, Savannah Technical College

Monroe, Audrey F., Director of Accounting
M.P.A. Valdosta State University; B.B.A. Brewton Parker College

Moore, Gwendolyn, Admissions Director
B.A. Mass Communications, Savannah State University

Moore, Kathleen F., Instructor, Psychology
M.S. Psychology and B.A. Music, Augusta College

Moore, Kissiah C., Instructor, Health Sciences
B.S.N., A.D.N., Armstrong Atlantic State University

Morgan, Joan B., Information Specialist
B.S. Business Administration/Management and B.A. Human Resource Management, Columbia College; A.A.T. Computer Support Specialist and A.A.T. Accounting, Savannah Technical College

Mrochinski, Melvin, Speech Instructor
M.A., Philosophy, B.A., Liberal Arts, Marquette University; M.F.A., Fine Arts, University of Wisconsin - Madison

Muller, Jacqueline, Department Head/Instructor, Medical Assisting
B.S.N. Nazareth College

Mumford Jr., Carl, Campus Police Officer

Munn, William J., 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

Narvaez-Diaz, Ivelisse, Human Resources Coordinator
M.B.A. Inter-American University of Puerto Rico; B.A. Accounting, University of Puerto Rico; PHR Certification/SHRM Human Resource Certification Institute

Newton II, Philip B., Instructor, Mathematics
M.S. Mathematics, Georgia Southern University; B.A. Statistical Methods, University of Georgia

Nordone, James P., Vice President for Student Affairs
M.S. Guidance and Counseling and B.A. Psychology (Developmental) Western Connecticut State University

Norman, David H., Instructor, English,
M.A. and B.A. English, University of Georgia

O-P

Oxedine-Bundy, Betty J., Public Safety Officer **Parsh,**

Meri K., Program Assistant, Dental Hygiene **Patton,**

Lahoma, Instructor, EMT/Paramedic Technology

Paulk, Carol, Dean of Business and Technology
M.Ed. Secondary Science Education, Georgia State University; B.S. Mathematics, Augusta State University; B.S. Medical Technology, Medical College of Georgia; Microsoft Certified Professional, MCSE (Windows NT and 2000), CompTia Network+ Certification, CompTia i-Net+ Certification

Pearson, Mary L., Campus Shop Manager

Pierson, Becky, Instructor, Mathematics
M. Ed. Secondary Education and B.S. Education, Valdosta State University

Pierson, Tamela A., Grants Accountant
B.G.S. concentration Mathematics, Armstrong Atlantic State University; A.A. Accounting, Savannah Technical College

Pimentel, Claire M., Program Assistant, Peace Officer Academy

Pinckney, Teddie, Instructor, CDL
CDL License, Georgia;

Pinkston, Susan J., Department Head/Instructor, Business Management
M.S. Human Resource Management, Golden Gate University, San Francisco, CA; B.A. Sociology, University of California, Santa Barbara, CA

Plante, Alison, Information Specialist

Poteralski, Janet L., Administrative Support Assistant, Health Sciences

Potts, Teresa, Executive Director for Student Financial Services
M.S. Education, Capella University

Powell, Joseph F., Department Head/Instructor, Drafting
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/Computer Information Systems, Savannah Technical College; Unrestricted Electrical License, State of Georgia

Presley, Susan F., Instructor, English
M.A. English, Georgia College & State University; M.A. History, Georgia Southern University; B.A. History, Georgia College

Primus, Joycelin, Instructor, Barbering
Barbering Instructor Certification, Diploma, Barbering, Central Georgia Technical College; Licensed Master Barber; Licensed Master Barber Instructor

Q-R

Reynolds, Amanda, Technical Assistance Coordinator, CCR&R
B.S. Child and Family Development, Georgia Southern

Reynolds, Denean, Instructor, Cosmetology,
Master Cosmetologist, Savannah Technical College

Richards, Roberta, Instructor, Adult Education
B.S. Home Economics, Fort Valley State University

Riley, Jeanese R., Department Head/Instructor, Business Administrative Technology
M.L.I.S. Valdosta State University; and Graduate Certificate in Business Administration Colorado Technical University;
B.B.A. 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., Education, B.S., Adult Education, Valdosta State

Robert, Edward F., Lab Assistant, Industrial and Public Service
B.S. Occupational Education, Wayland Baptist University; Diploma, Residential & Commercial Wiring, Air Conditioning Technology, Carpentry, Savannah Technical College; OSHA 10-30 Hour Construction Safety Class Instructor; Certified Forklift Trainer, Photovoltaic Systems Trainer

Robinson, Benjamin R., Data Management Assistant, Campus Police Department
A.A.S., Networking Specialist, A.A.S., Microcomputer Specialist, Savannah Technical College

Rogers, Johnnye W., Outreach/Enhanced Referral Specialist, CCR&R
M.Ed. Early Childhood Education and B.S. Elementary Education, Georgia Southern University

Rudolph, Kimberly, Information Specialist
A.A.T. Marketing Management, Savannah Technical College

S

Sather, James A., Instructor, Surgical Technology
Associate Degree Surgical Technology, Savannah Technical College

Saulsberry, Lynette, Information Specialist

B.A. Psychology, Saint Leo University, A.A.T. Accounting, A.A.T. Administrative Office Technology and A.A.T. Marketing Management, Savannah Technical College; A.A. Liberal Arts, St. Leo College

Schley, Elton, Public Safety Officer

Diploma, Electrical Construction & Maintenance Technology, Savannah Technical College

Scott, Alethia Lynn, Instructor, Adult Education

M.Ed. Adult Education, Armstrong Atlantic State University; B.A. Management, Savannah State University

Seckinger, Ann, Instructor, Health Sciences

ASN, Armstrong Atlantic State University

Seckinger, Deryl M., Instructor, Criminal Justice

M.P.A. Columbus State University, M.P.A. and B.S. Criminal Justice, Valdosta State University; GA POST Certification Instructor

Sellers, Terrie O., Campus Dean for Student Affairs, Liberty Campus

M.Ed. Education and B.S. Early Childhood Education, Georgia Southern University

Sheats, Katrina D., Technical Assistance Coordinator, CCR&R

Sherman, Alice E., Campus Shop Assistant

Sippel, Patricia A., Campus Shop Assistant

Associate Degree Accounting and Secretarial Science, Savannah Technical College

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, Information Specialist, Financial Aid

Smith, Ruby Lee, Instructor, Health Science

M.S.N. University of Phoenix; B.S.N. Georgia Southern University

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

Spencer, Janet C., Instructor, English

M.A. Arts & Science, Bucknell University; B.A. English, Temple University

Steele, Tasha, Technical Support Specialist

Networking Specialist, Savannah Technical College

Stidhum, Kanquta, Accounts Receivable Technician

A.A. Accounting, 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., Assistant Director of Facilities

Stuart, Roger, Information Systems Administrator

A.A.T. Electronics Engineering, Savannah Technical College, MCSE 2003, CCA 4.0

Stubbs, Larry J., Director, Peace Office Academy

M.Ed. Criminal Justice, Troy University; B.S. Criminal Justice, Georgia Southern College; A.S. Police Science & Criminology, Miami-Dade Jr. College; Georgia; P.O.S.T. Certified Police Officer, Instructor, Director

Stump, Mark A., Counselor/Recruiter/International Students

B.A. English, Emory University

Sullivan, Jonathan, Information Specialist

Syno, Jennifer, Academic Coach, Gateway to College
M.Ed. Georgia Southern University; B.A. Education, Elon University

T

Taylor, Judy, Assessment Coordinator
B.S. History, Georgia Southwestern State University

Thomas, Sonia E., Property Specialist, Accounting
A.A. Secretarial Science, Savannah Technical College

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, Department Head/Instructor, Accounting
MAcc Georgia Southern University; M.P.A. and B.A. University of North Carolina at Chapel Hill

Tirey, Nathan, Police Officer
B.A. Psychology, Armstrong Atlantic State University

Tremble, Gayle, Dean for Public Service
Ed.D. Curriculum Studies; M.A. English; M.Ed. Middle Grades, B.S. Business Education, Georgia Southern University

Truley, Patricia A., Information Specialist
A.A.T. Administrative Office Technology; Diploma-Information and Office Technology; Certificate-Nail Technician, Savannah Technical College

Turner, Susan Z., Vice President of Administrative Services
M.B.A. Georgia Southern University; B.B.A. University of Georgia

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

W

Walker, Heather G., Department Head/Instructor, Mathematics
M.Ed. Secondary Education - Mathematics, Armstrong Atlantic University; B.S. Education, University of Georgia

Walker, John Henry, Custodian

Webel, Walter B., Department Head/Instructor, EMT/Paramedic Technology
B.S. Health Science, Touro University; Associate Degree Paramedic Technology, South University

Wheless, Debbie, Administrative Assistant to Vice President for Economic Development
Diploma, Information Office Technology, Flint River Technical Institute

Wheless, James N., Vice President for Academic Affairs
M.B.A. Shorter College; B.A. Business Administration, Tift College of Mercer

Whirl, Jermane, Executive Director of Adult Education
M.Ed., Adult Education, Armstrong Atlantic State University; M.B.A., Business, Charleston Southern University; B.A., Economics, Winthrop University; A.A., Trident Technical College

White, Geraldine H., Administrative Specialist, CCR&R

White, Matthew, Instructor, Automotive Technology
A.A.T., Automotive Technology, Certificate, Automotive Brake Technician, Automotive Climate Control Technician, Automotive Transmission Technician, Savannah Technical College; ASE Master Automobile Technician, ASE Collision Repair Technician

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, Berthenia, Department Head/Instructor, Computer Information Systems
M.B.A. Georgia Southern University; B.S. Mathematics, Armstrong Atlantic State University; CISCO - CCNA; CISCO - CCNP; CISCO Certified Academy Instructor, Microsoft Certified Systems Engineer- Windows NT, Windows 2000

Williams, Christopher, Coordinator, High School Initiatives
M.A. Education/Curriculum and Instruction, University of Phoenix; B.A. Psychology, State University of West Georgia

Williams, Jason A., Executive Director, Information Technology
M.B.A. and B.B.A. Georgia Southern University

Williams, Mary E., Custodian

Wilson, Sammie R., Maintenance Technician

Wittkamp, Sheila, Human Resources Coordinator
A.S. Secretarial Science, Savannah Technical College; Graduate Human Resource Professional, University of Georgia (Carl Vinson Institute of Government and Georgia Council of Personnel Administration)

XYZ

Yarborough, Christopher, Database Administrator
B.S. South University

Young, Cinda S., Department Head/Instructor, Early Childhood Care and Education
M.Ed. University of Vermont, B.A. English, University of Georgia

Young, Eugenia M., Information Specialist
A.A.T. Administrative Office Technology, Diploma- Business Office Technology and Secretarial Science; A.A. Business Administration, Saint Leo University; Certificate Medical Office Clerk, Savannah Technical College

Young, Thomas, Custodian

Zickafoose, Ryan M., Bookstore Assistant

Zobrist, Friedrich, Instructor, Commercial Truck Driving
Commercial Driver's License

NON-DISCRIMINATION

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

CALENDAR FOR 2011 - 2012

JULY '11						
S	M	T	W	TH	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 '11						
S	M	T	W	TH	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 '11						
S	M	T	W	TH	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 '11						
S	M	T	W	TH	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 '11						
S	M	T	W	TH	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 '11						
S	M	T	W	TH	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 '12						
S	M	T	W	TH	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 '12						
S	M	T	W	TH	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			






MARCH '12						
S	M	T	W	TH	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 '12						
S	M	T	W	TH	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 '12						
S	M	T	W	TH	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 '12						
S	M	T	W	TH	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

	SEMESTER BEGINS
	EXAMS
	MIDTERM
	GRADES DUE
	HOLIDAY
	SPRING BREAK

	OPEN REGISTRATION
	MANDATORY ADVISEMENT STARTS
	MANDATORY ADVISEMENT ENDS
	LAST DAY OF CLASS
	GRADUATION

Savannah Technical College 2012 - 2013 Calendar

August, 2012						
S	M	T	W	R	F	S
19	20	21	22	23	24	25
26	27	28	29	30	31	

September, 2012						
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, 2012						
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, 2012						
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, 2012						
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					

Fall Semester, 2012 (201312)

August 20 - 21	Open Registration
August 22	First Day of Class - Fall Semester
August 22 - 27	No Harm No Foul
August 28	No Show Deadline
August 29	No Show Reporting Deadline 6:00 PM
September 3	Holiday - Labor Day
October 15	Midterm
October 29	Spring Mandatory Advisement & Registration begins
November 12	Holiday - Veterans Day (observed)
November 22	Holiday - Thanksgiving
November 23	Holiday - Robert E. Lee's Birthday (observed)
November 30	Spring Mandatory Advisement & Registration ends
December 10	Last Day of Class - Fall Semester December
11 & 13	Final Exams - Tuesday/Thursday Classes
December 12 & 17	Final Exams - Monday/Wednesday Classes
December 14	Final Exams - Friday Classes
December 18	Faculty Work Day
December 19	Grades Due by 12:00 Noon
December 24	Holiday - Washington's Birthday (observed)
December 25	Holiday - Christmas
December 26	Holiday - Columbus Day (observed)
December 27	Holiday - Confederate Memorial Day (observed)

Savannah Technical College 2012 - 2013 Calendar

January, 2013						
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, 2013						
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		

March, 2013						
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, 2013						
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				

Spring Semester, 2013 (201314)

	January 1	Holiday - New Year's Day
	January 2 & 3	Open Registration
	January 4	Faculty Work Day
	January 7	First Day of Class - Spring Semester
	January 7 - 9	No Harm No Foul
	January 11	No Show Deadline
	January 14	No Show Reporting Deadline 6:00 PM
	January 21	Holiday - MLK
	February 28	Midterm
	March 11 - 15	Spring Break - No classes, the college is open
	March 18	Summer Mandatory Advisement & Registration Begins
	April 19	Summer Mandatory Advisement & Registration Ends
	April 29	Last Day of Class - Spring Semester
	April 30 & May 2	Exams - Tuesday/Thursday Classes
	May 1 & 6	Exams - Monday/Wednesday Classes
	May 3	Exams - Friday Classes
	May 7	Faculty Work Day
	May 8	Grades Due by 12:00 Noon

Savannah Technical College 2012 - 2013 Calendar

May, 2013						
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, 2013						
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, 2013						
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, 2013						
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
25	26	27	28	29	30	31

Summer Semester, 2013 (201316)

May 20 & 21

May 22

May 22 - 28

May 27

May 29

May 30

June 24

June 26

July 4

July 26

August 1

August 2

August 5 & 7

August 6 & 8

August 9

August 12

Open Registration

First Day of Classes - Summer Term

No Harm No Foul

Holiday - Memorial Day

No Show Deadline

No Show Reporting Deadline 6:00 PM

Fall Mandatory Advisement & Registration Begins

Midterm

Holiday - Independence Day

Fall Mandatory Advisement & Registration Ends

Last Day of Class - Summer Semester

Exams - Friday Classes

Exams - Monday/Wednesday Classes

Exams - Tuesday/Thursday Classes

Faculty Work Day

Grades Due by 12:00 N